

PERSON SPECIFICATION

JOB TITLE	Sales Advisor
RESPONSIBLE TO	Sales Office Team Leader
RESPONSIBLE FOR	N/A

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previously worked in a customer service and/or office environment. 	<ul style="list-style-type: none"> • Previous experience of working in the plant hire industry. • Previous experience of working in a telephone sales environment.
Qualifications	<ul style="list-style-type: none"> • GCSE grade C or above in English and Maths, or equivalent. 	<ul style="list-style-type: none"> • Office administration qualification.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Effective organisational skills. • Computer literate, including Microsoft Office. • Attention to detail and a high level of accuracy. • Good listener 	<ul style="list-style-type: none"> • Knowledge of the plant hire industry.
Attributes	<ul style="list-style-type: none"> • Professional telephone manner. • Ability to work effectively as part of a team. • A flexible and pro-active approach to work. • Confident • Demonstrates sound work ethics. • Ability to work on own initiative. 	