

JOB DESCRIPTION

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

POSITION SUMMARY

To confidently communicate with customers, providing product knowledge, fulfilling and exceeding customer requirements/expectations.

KEY WORKING RELATIONSHIPS

Sales Office Team, Managing Director, Regional Managers, Depot Managers and Assistant Managers.

MAIN DUTIES

1. Taking and processing customer orders either over the telephone or via email.
2. Dealing with telephone enquiries.
3. Maintaining records.
4. Actively seeking new customers, building rapport with customers for nationwide hires.
5. Upselling and cross selling products to increase sales and profit margins.
5. Progress chasing orders where necessary.
6. Keeping up to date customer records on the computer system.
7. Attending meetings that may be necessary in the performance of your duties.
8. Complying with and uphold company policies and procedures.
9. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Pickering's Plant that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business..