



JOB DESCRIPTION

JOB TITLE: INTERNAL SALES

LINE MANAGER: BUSINESS DEVELOPMENT DIRECTOR

BASED AT: Blackburn Industrial Estate, Kinellar, Aberdeen AB21 0RX

The job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

JOB PURPOSE/SKILLS REQUIRED:

- *To process sales enquiries and assist with administration for sales department*
- *PC literate with good communication skills, numerical accuracy*
- *Excellent communication skills to deal with internal personnel and customers*
- *Numerically accurate and commercially aware*
- *Ability to work under pressure and on own initiative*

OUTLINE OF MAIN DUTIES: including but not limited to:

1. *Take reasonable care of the Health & Safety of yourself and others by your actions and omissions.*
2. *Awareness and adherence to the HSEQ issues pertaining to all aspects of your position.*
3. *Processing of sales enquiries received from clients via phone and email, including raising enquiry in Probity and producing quotation.*
4. *Contacting Suppliers, by phone/emailing enquiries, to obtain quotations, converting enquiries to quotations, checking / receipting customer purchase orders, creating job orders.*
5. *Arranging couriers / transport for delivering customer orders, creating despatch documents required for each job / item.*
6. *Preparing / Checking jobs are ready for invoicing and communicating with accounts department.*
7. *Various internal administration processes including/but not limited to: -*
 - *Using probity® software (Training will be provided) to support the role*
 - *Updating records and customers on job progress*
 - *Answering incoming calls*
 - *Preparing job documents and certificates*
8. *Support and assist other team members as required.*

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- *To work at all times to the Company's HSEQ Management System policies and procedures, ensuring compliance with safety and environmental legislation.*
- *Ensure the proper use and care of equipment and materials for which this role has responsibility*
- *Maintain regular consistent and professional attendance and punctuality.*
- *Pursue personal development of skills and knowledge necessary for the effective performance and competence levels of the role.*