



### **Job Description**

Position:	Sales Apprentice
Based:	Green-Tech Ltd Head Office, York
Reports to:	Sales Manager
Accountable to:	Sales Manager

### **Job Purpose**

To handle and engage with sales enquires; the processing and delivery of sales orders.

Ad-hoc duties as required.

### **Key areas and accountability of the post**

- Handling, recording and directing of new enquiries
- Compiling of Sales Quotations
- Obtaining feedback from customers on Sales Quotations
- Inputting of Sales Orders for processing
- Chasing orders for delivery with the appropriate department
- Prospecting for new business
- Maintaining detailed knowledge of the company's products/services
- Gathering market and customer information and providing feedback to the appropriate departments/managers
- Maintaining effective and clear communications with the rest of the company
- Customer visits where/when appropriate
- Representing the company at trade exhibitions, events and customer demonstrations
- Driving your own professional development
- Deal with customer complaints promptly and in conjunction with the Commercial Manager, to a swift conclusion (within 48 hours)

Personal Attributes: Confident, presentable, good communication skills, attention to detail, "can do" attitude.

KPIs: Achievements of call rate, call times, quotation creation and monthly budgets