

<b>Job title:</b>	Sales Executive
<b>Company:</b>	Concrete Panel Systems
<b>Salary:</b>	Negotiable depending on experience
<b>Hours of work:</b>	Full-time: 8am-5pm
<b>Location:</b>	Concrete Panel Systems, The Old Creamery, Wrenbury Industrial Estate, Station Road, Wrenbury, Cheshire, CW5 8EX

Concrete Panel Systems are looking for a new Sales Executive to join their team. The role is responsible for the following duties; however, you may be required to complete tasks outside of your role to support the company and colleagues.

**Main Duties:**

- Handle all in-bound phone, email and online quote enquiries.
- Provide customers with timely and accurate quotations & order confirmations.
- Achieve your personal monthly sales target as agreed with your line manager.
- Follow through on sales action plans and strategies as guided by your line manager.
- Maintain an accurate customer database and customer files.
- Ensure to take ownership of customer complaints and ensure a satisfactory resolution.
- Be proactive with follow-up calls on sales leads/existing customers to help generate sales.
- Maintain a thorough sales activity record.
- Attend trade shows throughout the year; overnight stay & travel required.
- Participate in weekly sales meetings.
- Manage your own customers end-to-end.
- Always deliver quality customer service.

**Skills & Qualifications:**

- Self-motivated and driven individual.
- Results-oriented.
- Excellent communication skills; verbal & written.
- Excellent persuasive and negotiating skills.
- Customer-focused.
- Computer literate; Word, Excel etc.
- Ability to work well as a team, as well as independently.

**Company benefits:**

- Company pension.
- Free parking.
- Casual dress code.
- Small village shop & post-office just a 2-minute drive.
- Social office environment.
- Located next to Wrenbury Train Station – good bus connections also.