



Direct sales executive, Swindon

Hills Quarry Products Ltd is looking to recruit a direct sales executive to work from our offices based in County Park, Swindon.

The main purpose of this role, which reports to the direct sales supervisor, is to provide a first class service to internal and external customers, deal with customer orders and enquiries and to maintain manual and electronic records and systems. Assistance with office administration will also be required.

No specific qualifications are required for this role but excellent communication and customer service skills are essential. Candidates must be an effective team player and be highly organised with the ability to multi-task.

Applicants should have a willingness to learn and be fully competent in the use of Microsoft Word and Excel. Experience of working with a computerised sales system or previous experience of working in sales would be an advantage but is not essential, as full training will be given.

Please email your CV to join@hills-group.co.uk quoting the vacancy reference HGL775.

The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk