



Customer sales advisor (Swindon)

Hills Quarry Products Ltd is looking to recruit a customer sales advisor to work from our offices based at County Park Business Centre, Swindon.

Reporting to the customer sales supervisor, the main purpose of the role is to provide a first class service to internal and external customers, dealing with orders and enquiries for aggregates, concrete, muckaway and associated products.

The key responsibilities include:

- Providing options, prices and quotations for products and services to direct sales customers
- Generating, coordinating and securing sales leads and orders
- Coordinating telephone cash sales in conjunction with the Sales Office Supervisor
- Receiving, recording and processing customer orders
- Liaising with quarries, concrete plants, suppliers and transport departments to coordinate customer orders
- Developing existing customer accounts

The successful candidate will have an excellent telephone manner, be highly organised and understand the focus on providing exemplary customer service. They will also be an effective team player with the ability to multitask, have great attention to detail and be a competent Excel and Word user.

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 provided.

Please email your CV to join@hills-group.co.uk quoting the vacancy reference HGL1196.

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