

Background:

KCC Architectural are a market leader in the provision of supply, installation and service of the following products: Glazed Screens & Doors, Fire Resistant Glazing Systems, Facades & Window Systems, Steel Security Doors, Door Hardware, Automatic Doors, Movable Walls and more.

The Role:

We are currently recruiting for an **INTERNAL SALES REPRESENTATIVE** to join our Sales Team in the Service Division.

Duties & Responsibilities:

- Organising quotes for new and existing customers prepared by the estimating team in a timely and professional manner.
- Following up calls with customers checking status of quotations.
- Liaising with sales team to assist with pipeline and sales order processing.
- Responsible for managing and updating quotations on the CRM system.
- Build a strong working relationship with other team members in order to ensure the overall success of the business plan.
- Follow up on monthly SLA's with customers to obtain purchase orders.
- Hit and exceed sales targets agreed with Sales Manager.

THE PERSON: Ideally you will be coming from a construction sales background, looking to work for a market leader. You will have the ability to work independently whilst being part of a team. We are keen to speak to people who have a genuine passion for developing a sales career with a market leader.

Experience, Education & Behaviours;

- Minimum of two years outbound telephone based sales within a busy environment
- Self-sufficiency to work on own initiative.
- A proven capacity to learn new industry products
- Confidence to source and present solutions on the phone
- Solid work ethic, resilience and determination
- Strong PC skills using MS Office
- Organised with the ability to prioritise a changing workload
- Strong communicator with fluent English and who enjoys building relationships

Please forward your CV and covering letter outlining how you meet the above criteria to patricia.smith@kccarchitectural.com.