

Job Vacancy – Internal Sales Executive

Cotswold Natural Stone (CNS) is an established, growing company with an enviable reputation among clients and the construction industry. We are a small, dynamic team who pride ourselves on a high level of customer service and quality. An opportunity has arisen to join this friendly team and be at the forefront of the Sales department.

You will gain a good understanding of regional market conditions, competitor activity and develop relationships with the customer base in order to maximise profitable business for our CNS Group products.

You will primarily be responsible for:

- Developing sales activities to achieve volume and sales revenue targets
- Use the CRM daily to ensure we benefit fully from the system capabilities
- Ensure customer records are continually and accurately updated/maintained
- Provide verbal and written quotations within price list parameters
- Convert enquiries into orders within approved pricing levels, escalating opportunities where applicable
- Seek and establish market knowledge, including competitive prices, competitor and customer activity
- Manage an accurate and up to date enquiry/orderbook log
- Maintain highest level of Customer Service
- Manage all sample requests from internal and external sources.
- Using lead generation systems to win new opportunities

You will be able to clearly demonstrate that you meet the following criteria:

- Excellent customer service skills
- Organised with ability to prioritise
- Information seeking/questioning techniques
- Selling and negotiation skills are highly desirable
- Knowledge of construction materials would be an advantage
- Good IT skills – competent in Microsoft Outlook and Excel
- Sage 50 and CRM experience advantageous
- High attention to detail
- Full, clean driving licence

Salary: £28,000 to £35,000, dependant on experience

Location: Shilton, Burford OX18 4AW

Hours: Full-time – 8:00am until 17:00pm

Please send a CV and covering letter explaining why you are suitable for this position to shelley@cotswoldnaturalstone.co.uk