

Job Title	Sales Trainee
Department/Group	Taylor Maxwell Timber Ltd / Sales
Location	Horsham
Position Type	Full Time
Reporting to	Office Manager / Director

Job Description

Overview

Train in sales of timber flooring and progress to the position of Sales Executive

Detail

- Build relationships with Customers and Suppliers and communicate effectively and promptly
- Prepare and send quotes to customers as requested to agreed deadlines
- Use the company Order Processing and Credit Control systems to provide administration support to the external sales team.
- Be proactive in organising databases for mailshots and supporting company marketing activities
- Progress to achieve target income for promotion to Sales Executive within 2 years of employment as described in the Sales Performance Management Procedure.
- Any other duty deemed by the directors to be in the interest of the team in achieving its objectives

Person Description

Essential

- Must have desire and aptitude to learn
- Driven, ambitious and highly motivated.
- Confident with a strong desire for a successful career in sales.
- Personable, presentable and professional
- Good ability in Windows PC environment including Outlook, Word and Powerpoint
- Proactive nature to look for work and opportunities
- Must enjoy and be able to communicate effectively

Desirable

- Full clean driving licence

All employees have a duty not to discriminate against each other, customers or suppliers and not to help anyone else do so.