New opportunity to join Charles Watson

Internal Sales

We have an exciting opportunity to join the Charles Watson team:

Job title: Internal Sales
Location: Leeds
Contract type: Full-time
Role duration: Permanent
Hours of work: 42.5 Hours (Monday – Friday)
Salary: £18,230 per annum
Shift Pattern: 08:00am-17:00pm (30 Minutes Unpaid Break)

The main responsibilities of the role will include:

- Providing excellent customer service at all times
- Regular contact with existing customers
- Working with the Branch Manager to identify and open new trade accounts
- Sourcing new accounts through telephone sales
- Processing relevant paperwork with excellent accuracy
- Building and maintaining good working relationships with your colleagues and customers.
- Making deleiveries which includes safely loading and unloading stock into company vehicles, ensuring that all orders are accounted for before leaving the depot, driving deliveries to the customer and ensuring all relevant paperwork and checks have been completed before leaving the customers premises.

Job Requirements

Knowledge of architectural ironmongery and hardware	Desirable
Previous sales experience	Essential
Previous experience in a customer facing role	Essential
Ability to understand customer requirements and select correct goods for purpose	Essential
Possess excellent written and verbal skills	Essential
Good telephone manner	Essential
General computer keyboard skills	Essential
Full (Clean) UK Driving Licence	Essential

Do you embrace our values?

- Friendly – A positive attitude and a smile go a long way.
- Supportive – We take care of our customers and each other.
- Excellence – Ordinary is not enough, we will constantly seek to create better ways of doing the things we do.
- Integrity – Our approach is honest and sincere, and we apply it consistently, fairly and accurately.

Our Benefits Package

- Enhanced holiday entitlement to reward Company service.
- Company Pension Scheme and Life Assurance.
- Training and development opportunities
- Staff discounts on certain products after 3 months service

We'd love to hear from you so please send your CV and Cover Letter to our Human Resources Team:

By post: Frank Key Group, Head Office, Sansom House, Portland Street, Daybrook, Nottingham, NG5 6BL

If for any reason you require the application form in another format, or need help in filling out the form, please contact our Human Resources Team by telephone on 01159 208 208. We're a great place to work! We therefore receive a high volume of applications. We aim to respond to all applicants but unfortunately it isn't always possible. If you don't hear from us within two weeks, we won't be continuing with your application.