



VACANCY

Over Counter Sales Operative

Recruiting now for a trade counter sales operative on a permanent basis in Sheffield. The role will include:

- Setting up the trade counter at our Sheffield branch
- Implementing a robust stock management system, both physically and systematically
- Knowledge of engineering and compressed air
- Serving customers over the counter and telephone
- Assisting in stock replenishment on the shop floor
- Picking and allocating parts for jobs and breakdowns
- Computer literate
- Processing orders both over the phone and email/fax
- Working closely with the service team and engineers
- Booking goods in
- Stock taking both annual and rolling
- Arranging deliveries and ensuring the correct goods are sent out
- Maintain the appearance of the sales area
- Other sales related duties

Skills required:

- Excellent customer service
- Good organisation skills
- Good communication skills
- Ability to work effectively as part of a busy team and work under pressure
- Excellent telephone manner
- Good command of the English language (Written and spoken)
- Good mathematical skills
- Ability to meet deadlines and targets

Working hours:

8.30am - 5pm Monday to Friday

Salary and benefits information will be available upon interview

In this job you will not only demonstrate excellent interpersonal skills but also the ability to utilise your IT skills to ensure the sales administration is completed effectively. If you feel you have the right skills for this position please apply today

Job Type: Full-time

Please submit CVs to service@simmengineeringgroup.co.uk

Closing date for applications Monday 5th September 2016