

## Job Advert for Sales Assistant

The successful applicant will work at Delta Tooling (Horsham) Ltd a subcontract precision engineering company which CNC machines prototype and batch components for various industry sectors such as; Automotive, Motorsport, Medical, Marine and more.

The applicant will work within the office area and the help support the sales team.

### Tasks include:

- Promote, sell and secure orders from existing and prospective customers.
- Requesting and recording Customer Feedback;
- Continually following up pending quoted enquiries;
- Recording the monthly conversion of quotes to orders;
- Comply with requirements of the businesses Management System (QMS) whilst undertaking their day to day tasks;
- Maintain the effectiveness and reliability of the organisation's (QMS);
- Effective proactive liaison with other departments;
- Chairing of regular Management Meetings;

### Requirements:

- Previous Sales experience (Required)
- Competent IT Skills
- Good communication skills and the ability to build good relationships with colleagues and customers;
- Good ability to adapt to adhoc work;
- Previous work within Engineering companies (desirable)

### Personal qualities: (Optional)

- Be committed to learning new skills
- Be business minded
- Have a courteous manner

**Positions available:** 1

**The closing date for applicants is:** 25<sup>th</sup> July 2016

**Working hours:** Monday-Friday 8am – 4:30pm

**Salary:** £16,000- £20,000 (Depending on experience) Negotiable

**Location:** Billingshurst (walking distance 5 minutes from railway station)