



Trainee Internal Sales Administrator Smith & Sons (Bletchington) Ltd

Smiths Bletchington is a dynamic independent family-owned company and leading supplier of primary and recycled aggregates to the construction and allied industries in Oxfordshire and the surrounding counties. In business for over a century, Smiths have an enviable reputation as quality operators winning numerous domestic and international health, safety, and environmental awards.

Due to expansion of our commercial and distribution team an exciting opportunity has arisen for a Trainee Internal Sales Administrator within Smiths. This is a permanent, full-time position and will be based at the Company's head office at Enslow in Oxfordshire. The candidate will work alongside, and be mentored by, a highly dedicated team of sales and distribution professionals in order to deliver excellent levels of customer service and contribute to the continued growth and success of the business.

Key experience and skillsets:

- Enthusiastic individual with a genuine interest in developing a career in sales;
- Excellent written and verbal communication skills;
- Competitive and inquisitive by nature;
- Good telephone manner;
- Can do attitude and willing to learn new skills;
- Someone with a dynamic attitude and who seeks opportunities;
- Works well under pressure in a fast-paced environment;
- Excellent organisational skills;
- Confident individual;
- Willingness to take on a multitude of tasks;
- Ability to focus and persevere with tasks until completion and understands deadlines;
- Proven ability to perform well in a team environment, particularly under pressure;
- Full UK driving licence.

Key responsibilities:

- Fielding customer enquiries and taking orders;
- Assist in providing and following up sales quotations;
- Provide excellent levels of customer service;
- Gathering and communicating market information and prospects;
- Assist in resolving queries and complaints;
- Completing administrative tasks as required by the commercial and distribution team;
- Assisting the distribution team in order to prioritise orders and help compile delivery schedules;
- Assist with developing and maintaining the customer and project tracking database;
- Assist with raising the profile and promoting the business;
- Contribute to the continuous improvement in HS&E performance.

To apply for this role, please submit CV and covering letter to: employment@smithsbletchington.co.uk

Tel: 01869 331281

Email: employment@smithsbletchington.co.uk

All applicants must have the legal right to work in the U.K.