



## **Internal Sales Representative 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 dynamic and experienced Internal Sales Representative** within Smiths. Reporting directly to the Sales Manager, this is a permanent, full-time position and will be based at the Company's head office at Enslow in Oxfordshire. This is a key role working alongside a highly dedicated team of sales and distribution professionals to deliver excellent levels of customer service and contribute to the continued growth and success of the business.

### **Key experience and skillsets:**

- Experienced sales professional in the following sectors: Aggregates (primary & recycled), building materials, muck-away/site clearance, haulage and distribution;
- Works well under pressure in a fast-paced environment;
- Confident individual with excellent customer interfacing skills;
- Thrives within a team and has the ability to build strong working relationships;
- Good analytical skills and attention to detail;
- Strong administrative skills;
- Good IT skills with experience in modern integrated software systems – MS Office, sales order, despatch, planning and weighbridge, e.g. Weighsoft or similar;
- Full UK driving licence.

### **Key responsibilities:**

- Key point of contact for customers;
- Providing and following up sales quotations, taking and inputting orders;
- Going above and beyond in order to provide excellent levels of customer service.
- Gathering and communicating market information and prospects;
- Manage and resolve queries and complaints to the complete satisfaction of the customers;
- Completing administrative tasks as and when required by the business;
- Working closely with the operations and distribution teams in order to prioritise orders and help compile delivery schedules;
- Assist with keeping the customer and project tracking database up to date;
- Work closely with the accounts team in order to effectively manage credit control;
- Continual improvement in 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](mailto:employment@smithsbletchington.co.uk)

**Tel: 01869 331281**  
**Email: [employment@smithsbletchington.co.uk](mailto:employment@smithsbletchington.co.uk)**

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