

## **Sales Assistant – Competitive – Sussex**

### **The Role**

Do you have a determination to meet customers' needs and ideally, an understanding of the sales process? If so, a leading renewable energy installer in the UK is seeking a Sales Assistant

The successful candidate will support the qualifying and filtering process of incoming enquires and develop a clear understanding of the enquiry before submitting. Depending on business location, 1 day of weekend work may be occasionally required.

The key responsibilities of a Sales Assistant include, but are not limited to:

- Support and help develop the sales process from initial client enquiry to after sales of completed jobs, including work estimates and completing quotations.
- Front desk initial 1 st line point of contact for visiting clients
- Work with Energy Consultants and clients to understand most effective renewable energy solutions to build basic design proposals for clients.
- Support Energy Consultants with design and Quoting for Heat pumps/EV chargers/Tesla batteries and Swimming pool enquiries.
- Update and evolve existing CRM database, adding client and job details

### **The Company**

Working across East Sussex – the company is a leading renewable energy installer in the UK, providing cost effective quality solutions, based on a wealth of experience in Heating, Plumbing, Solar Thermal, Solar PV and Heat pump technology.

The company specialises in the integration of conventional heating and energy systems, with cutting edge, proven renewable energy solutions, and a small team of fully qualified professionals which emphasises quality and client satisfaction.

### **The Person**

The key skills and qualities of a Sales Assistant include:

- Fluency in spoken and written English.
- Determination to meet customer needs.
- An understanding of the Sales process – experience would be an advantage, but not a requirement.
- Good communication skills – both written and verbal.
- Very good IT knowledge including standard Microsoft Office packages particularly Excel, Word, and Outlook. Preferable if you have some knowledge of CRM type software.
- A well organised individual who has a good attention to detail.
- The ability to use initiative appropriately and to manage own time effectively.

If you are keen on joining this exciting, forward thinking company and taking the next step in your career, then please click the apply now button to find out more.