

Internal Sales Representative

Description

We are currently seeking an Internal Sales Representative to join our Software Supply Division.

Having recognised a need for a simpler way to supply software, ProcessFlows has built a team dedicated to finding and supplying standard, niche and specialist software applications at the best possible price and while providing unbeatable service levels.

Our mission is to provide a unparalleled, profitable and efficient source of non-mainstream Software Supply to Resellers in the UK and Europe.

This is a diverse and challenging role requiring an energetic, positive and proactive individual who strives to deliver excellent customer service.

Our Internal Sales team is responsible for handling all incoming customer enquiries (via phone, e-mail, web).

Responsibilities

- Receiving and processing customer enquiries in relation to pricing, lead-time, product offering.
- Understand customer requirements and issue quotations.
- Respond promptly to Dealers and Customers inquiries and follow-up quotations to secure orders.
- Accurate and efficient end-to-end sales order processing. This would include processing the customer order through the internal workflow, placing the corresponding order with the supplier, ensuring goods are delivered in line with customer expectations.
- Maintaining correct and accurate internal records. Updating the database with customer data, supplier details and up to date price lists.

Qualifications

Previous experiencing in a sales orientated role and business-to-business environment will be an advantage.

Job Benefits

- Good remuneration package with additional health coverage
- Job specific training
- Work in a multinational team of professionals across industries such as IT, Sales & Marketing and Customer Care
- Be a part of a dynamic team of young people in a friendly work environment

Please note that only successful candidates will be contacted.

Employment Type

Full time

Beginning of employment

Immediately

Duration of employment

Permanent employment

Working Hours

Monday to Friday; 10 am – 7pm

Date posted

August 2, 2019