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| Date Sept 2018 |  |

**INTERNAL SALES / STORES**

**JOB DESCRIPTION**

Reporting to the Office Manager, you will be responsible for Internal Sales & Stores Management.

Product Training will be given an Electrical knowledge would be helpful but not essential.

**ROLE AND RESPONSIBILITIES**

Your routine duties will vary, but you will be expected to:

**The Role- Internal Sales**

* Dealing with customers over the phone / e-mail / providing general admin. support
* Liaising with suppliers and distributors
* Evaluating customer requirements and preparing quotations, product specification, selection and pricing.
* Sending out quotations, tracking them, and following up
* Booking in orders and co-ordinating the sale process
* Monitoring WIP (Work In Progress) and despatching orders when complete
* Attend manufacturers Training Courses on line and in person.
* Provide sales support for Field Sales.

**Skill Set**

* Proficient with office-based programmes such as Excel & Word, and ideally EMIR
* Excellent telephone manner
* Good under pressure & able to work accurately to deadlines
* Investigative, persistent & friendly personality, with a positive outlook
* Presentable with good time-keeping
* Adaptable & willing to learn

**ROLE AND RESPONSIBILITIES**

**The Role – Stores Management**

Your routine duties will vary, but you will be expected to:

* Accepting and Shipping goods.
* Booking in and out goods
* Preparing goods for shipment.
* Advising work shop or sales department when goods are received.
* Stock **–** Planning an organising stock, sorting racking and labelling.
* Advising purchasing staff if items are running low, regular movers only.
* Performing weekly random stock checks against Emir database. Reporting any discrepancies.
* Performing monthly stock checks by manufacturer.
* Carryout adhoc urgent deliveries locally.
* **Jobs/Projects**-
  + Identify Service projects.
  + Organise components by job into segregated stores area ready for Service Engineer.
  + Produce and complete check list of components and attached to Job box, tick off items as received, (Procedure to be supplied and training on printing list)
  + Clearly mark job number.
* Keeping the stores and workshop area clean and tidy.

**ADDITIONAL RESPONSIBILITIES**

* As you will be working in the main office, you will be requested to answer the overspill of calls from the main switchboard.
* From time to time you may be asked to greet visitors / customers arriving on site.
* Occasionally you may be asked to assist another member of staff or management in general administrative duties.

You may be expected to attend site meetings and internal meetings to give progress reports and updates.

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**GENERAL TERMS & CONDITIONS**

* Hours of work will be from 8-30 am to 5pm Monday to Friday.
* A half hour per day is allowed for lunch.
* Annual leave is 32 days, inc. Statutory
* Pension scheme based upon Auto Enrolment
* Expanding dual location company with potential for career progression.
* Applications to Anna Murray @ anna.murray@edcscotland.co.uk