



Sales Executive

Lords Builders Merchants – HP9

Salary and package to be advised

Based in Beaconsfield

Full time. Permanent.

Monday to Friday 7.00am – 5.00pm

Saturdays 7.00am – 12.00pm 1 on/1 off

Previous back office experience within a builders merchants or within the building trade is essential for this role.

We are seeking an experienced sales person to start as soon as possible. Having previous sales support experience you will have the ability to demonstrate professional knowledge within the building trade i.e. builder's merchants and civils/drainage/ground works.

Essentially your role will be to bring in and maintain business, ensuring that we grow to our full potential. You will have at least 2 years previous back office administration experience working within areas of this field.

We need a strong team player who can provide a very high level of customer care whilst taking in-bound orders from customers and who is experienced in office work and sales support.

Your duties will include:

Dealing with customer enquiries for drainage/civils/building materials and supplies.

Promote the company to existing and potential customers, essentially building the business.

Manage the customer database.

Answer incoming calls and processing sales orders.

Process customer orders

Previous experience within a Builders Merchants or building environment is essential. To succeed you will have excellent interpersonal skills and demonstrate the ability to use and learn modern IT systems.

Please email your up to date CV for an immediate interview to jamie@lordsbm.co.uk.