



**James Jones
& SONS LIMITED**
PALLETS & PACKAGING

Sales - Hetton, Tyne & Wear

James Jones & Sons (Pallets and Packaging) Ltd manufactures and repairs up to 25 million pallets a year at our 14 sites across the UK. As part of James Jones & Sons Ltd, the UK's largest and most successful privately-owned timber processing business, our pallet and packaging operation has some of the most advanced manufacturing facilities in the UK, a national distribution network and offers a complete range of pallets and specialist timber packaging. Our customers include all the pallet pools and blue-chip companies covering the automotive, engineering, construction, pharmaceutical and retail sectors.

We are looking to appoint an enthusiastic Salesperson to join our Sales Department, reporting to Senior Business Development Manager.

The successful candidate will work Monday to Friday and the core hours will be 08.00 to 16.30. There may be a degree of flexibility to meet customer needs/timescales.

The Role: Assisting sales staff in handling a wide range of customer enquiries and orders via telephone or email, generate drawings and costing sheets for approval prior to customer submission, input of data, CRM interactions, general sales office administration.

Main Duties

- Liaise with customers both via telephone and email
- Prepare quotations for new and existing customers
- Create new customer accounts
- Convert from quotation to order
- Monitor customer ordering performance
- Maintain good customer service
- Maintain customer records
- Complete daily interactions
- Chase customer opportunities

Key skills: Computer skills are essential (proficiency in Microsoft Excel, Word and Outlook) Navision and Solidworks would be advantageous. Numeracy an effective communicator with a pleasant telephone manner and friendly disposition and good customer service skills. A valid driving licence.

Desirable skills: Previous experience in a similar type role.

You should be able to demonstrate the above skills and have experience of working in a similar role.

Applicants must have the ability to communicate in English as well as comprehend written instructions. You must *be able to prove that they are eligible to work in the UK.*

**Send your CV to: Donna O'Connor, HR Manager, James Jones & Sons Ltd,
Broomage Avenue, Larbert, Stirling, FK5 4NQ or email:
recruitment@jamesjones.co.uk.**