

Sales Executive Apprentice Level 4

Forestrall (Medway) Ltd

We are looking to recruit a confident, outgoing Apprentice Salesperson for our busy Trade counter and Sales office. The successful candidate will receive training in all aspects of running a trade counter, including selling to customers both face to face and over the telephone, processing both customers' orders and their enquiries received by email, fax, telephone and verbally, buying stock, checking stock and helping with/understanding the planning of our transport/delivery schedule.

The ideal candidate will have a solid academic record and experience of working in a customer service/retail environment, even if on a part-time basis, would be an advantage. The Company is keen to develop its internet and social media presence and skills in this area would also be most beneficial. If you have an interest in sales and marketing, this role could well be ideal for you.

The successful candidate will receive training in all aspects of running a trade counter, including selling to customers both face to face and over the telephone, processing both customers' orders and their enquiries received by email, fax.

Salary: National Minimum wage

Working week: 37 hours minimum, Monday to Friday between 9.00 am to 5.00 pm and 8.00 am to 12.00 pm every other Saturday, increasing to Monday to Friday between 8.00 am to 5.00 pm and 8.00 am to 12.00 pm every other Saturday (42 hours).

Total hours per week: 37.00

Expected duration: 18 months

Possible start date: As soon as possible

Reference number: VAC001771224

Requirements and prospects

Desired skills

- Computer skills: Must be adept in use of MS Office, particularly Excel, Word, Outlook Internet and email. A knowledge of Sage would also be highly beneficial.
- Literacy and Numeracy: Decent command of maths and English to write accurate delivery notes, sales quotations and sales letters as required.
- Experience: Sales/retail experience and particularly customer service experience preferable

Personal qualities

- Able to commute reliably to office base - our sites are not easily accessible by public transport so you will need a reliable form of transport to attend work, and we would expect the successful candidate to have a plan to learn to drive
- After a qualifying period, able to work the normal trading hours of the business - 7 a.m. start weekdays - as working hours will be shorter in your training period
- Must be able to work one in every two Saturday mornings on our trade counter

Desired qualifications

GCSEs (or equivalent) in English and maths at grade 4 (equivalent to a C) or above is desired.

Future prospects

The employer is looking for the Apprentice to transition into a full-time member of staff.

About the employer

Forestrall (Medway) Ltd is an independent Timber and Fencing merchant. We help people like the small or national building contractor right through to the DIY enthusiast to get the right timber products On Time, Every Time. We help our clients to get the job started and finished quicker than they thought possible with our expert timber knowledge, fleet of delivery vehicles and attention to customer service.

Employer

Forestrall (Medway) Ltd

<https://www.forestrallshop.co.uk/>

Applicants should apply to accounts@forestrall.co.uk and send CV with covering email.