

Internal Sales Support Vacancy

Job Overview:

This is an exciting opportunity to join a rapidly growing company through its next growth phase. We are looking for an enthusiastic person to join a very friendly team as Internal Sales Support to deliver a high level of service to our customers. The successful candidate should be a confident communicator with lots of personality, an expert at building rapport and relationships with customers and colleagues. In this role you will be expected to stay in regular contact with customers predominantly outbound, to check in on their requirements and to let them know about any promotions with a proactive sales emphasis. A basic level of reporting to senior management is to be expected.

The Company:

[GRP Solutions Ltd](#) has a highly experienced team of composite, consumable and adhesive experts, dedicated to setting the standard in composite distribution. Working with world class suppliers the company prides itself in offering the very best solutions and service to customers. Growing from strength to strength, GRP Solutions provides customers across every sector of the UK with the most comprehensive range of composite solutions and services.

Role & Responsibilities:

- Processing of orders.
- Serve as liaison for dedicated accounts.
- Manage internal and external correspondence and communications in a timely manner.
- Compile reports as required.
- Maintain records and other documents.
- Building relationships with existing customers and calling regularly.
- Researching potential new customers.
- Identifying sales opportunities to promote our products into existing customers.
- Following up samples for feedback.
- Proactively handling queries.
- Back up for incoming calls.
- Performing any other ad-hoc duties and requests as assigned.

Key attributes:

- A real team player with a cheerful disposition and a 'can do' attitude.
- Professional, confident, and courteous telephone manner.
- Ability to work under pressure and prioritise workload.
- Self-motivated and persistent.
- IT literate with a good understanding of Microsoft Office.
- Desirable - SAP Business 1.

Hours:

This is an office-based position working 37.5 hours per week with ½ hour lunch each day.

Location:

The company is currently based in Havant but will shortly be moving to Portsmouth.

Package:

Competitive salary and benefits (to be discussed).

Apply:

Please send your CV and a covering email to: leewilliamson@grp-solutions.com

May 2021