

**JOB TITLE: PART-TIME SALES ADVISOR****Reports to:** Internal Sales Manager**Location:** Slinfold, Horsham, West Sussex**Hours:** Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break

---

Here at Cordek, we are open to offering a candidate the opportunity to work part-time. This could be a job share or working set days. We are open to discussing these flexible arrangements with a candidate who has at least 3 years' experience of working in sales or B2B environment.

Cordek Limited are an established and respected innovator operating in a number of niche sectors. Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems.

**Job Summary:**

Working in our busy and friendly Internal Sales Team the Internal Sales Advisor will aim to provide a first-class customer service experience. As the first point of contact for our customers including key accounts you will be offering advice, providing quotations, taking orders and working alongside other departments to maximise our product and customer service offering.

**Responsibilities:**

- Provide accurate written quotations for new and repeat customers
- Process orders in-line with company procedures
- Answer telephone calls in a courteous and polite manner, providing first point of contact for customers and other inbound callers
- Ensure that our product and/or service offering is maximised to existing customers and that upselling is attempted where appropriate
- Maintain a detailed knowledge of Cordek products and relevant pricing structures as well as understanding construction drawings, specifically foundation layout drawings and section details
- Liaise with suppliers to negotiate material prices for specific jobs within your designated approval level as well as in house Technical, Planning, Production and Transport teams

**Personal Specification:**

- Positive attitude, friendly accurate and concise.
- An ability to work to deadlines with a practical and problem-solving mind
- Knowledge of construction industry is desirable but not essential
- Understanding of basic maths and comfortable working with numbers

**Qualifications and Experience:**

- At least 3 years' experience of working in sales or B2B environment
- An understanding of sales objectives and targets and a proven history of meeting these measures
- Proven excellence in customer service with a good telephone manner
- Managing multiple projects/customers at any given time
- The confidence and ability to communicate clearly and concisely both verbally and in writing

**Rewards:**

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday