

Job Title:	Junior Sales Executive	Job Category:	Sales
Location:	Bidford Office	Period:	Permanent
Level/Salary Range:	£21,000-£23,000, depending on experience.	Position Type:	Full-Time (Mon-Fri, 9-5)
Will Train Applicant(s):	Training Provided	Environment:	Office Based
Supervisor:	Sales Director / Manager	Travel Required:	Occasional Domestic and International
Role Definition		Please Send Applications To:	
To perform commercial sales activities including supporting, maintaining, and developing our current customer base.		Careers@DKJones.com	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are looking for a positive influencer, who is professional and proactive to fulfil a full-time Junior Sales Executive role in our office in Bidford, dealing with customers from around 50 countries worldwide the role will involve:</p> <ul style="list-style-type: none"> • Supporting our portfolio of existing customers, developing these relationships, and maximising opportunities to strengthen partnerships. • Including visits to customers, attending trade exhibitions and network events. • Developing new sales channels. • Using verbal & written methods to communicate effectively with customers, suppliers and colleagues. • Data input, order processing and customer monitoring for trends and industry insights. • Reporting and presenting to colleagues and senior managers. • Developing an industry and customer specific knowledge base. • Contribute to the company's exemplary quality record and high level of customer satisfaction. <p>SKILLS</p> <p>Role and company specific training will be provided. However, we would expect a successful candidate to be able to demonstrate the following skills;</p> <ul style="list-style-type: none"> • Strong interpersonal skills and ability to build relationships with stakeholders. • Excellent attention to detail. • Ability to follow instruction and work within a team. • Work independently & unsupervised. • Familiarity with sales processes and techniques. • Strong communication skills, both verbal and written. • The ability to speak a second language will be a distinct advantage. • Experience in telemarketing or cold calling is a plus. 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Applicants must have basic computer literacy (Microsoft office or equivalent).
Minimum grade 4/C in Math's and English at GCSE level (or equivalent).

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Salary - £21,000 - £23,000 per annum, depending on experience and qualifications.
Pension – company Pension, provided by NEST.
Opportunities for CPD, including adult apprenticeships and other training courses.

ADDITIONAL NOTES

Previous industry knowledge or experience is not required, only a willingness to learn and a positive & professional manner.
Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.

About Us

D K Jones Ltd is a medium-sized family owned and run business with 40 years' experience supplying piping materials to the petrochemical industry from its extensive catalogue of over 17,000 stock lines. Dealing domestically and with over 50 countries around the World D K Jones Ltd has a global reputation for its nimble and reliable service.

DK Jones Ltd is an equal opportunities employer; we welcome applications from all members of society irrespective of age, disability, sex, sexual orientation, colour, race, nationality, ethnic or national origin, religion, or belief.