



Due to continued success and growth, our UK & Irish office located in Frimley, Surrey is currently looking for an enthusiastic self-starter to come and join the team as an

## INTERNAL SALES PERSON

### DUTIES WILL INCLUDE:

- › Manage and control the effective flow of information both from and to customers, Sales Representatives and internal departments.
- › Ensure the timely and accurate processing of requests for information and requirements from both internal and external sources whether written or verbal.
- › The checking of all information and data for accuracy and completeness, before communicating with the relevant party.
- › Regularly progress and follow up requests for information and approvals from all sources.
- › Display a pro-active, “can do” attitude and promote a “team approach” amongst internal sales personnel in order to provide effective customer service levels.
- › Maintain suitable records to enable the swift retrieval of all information pertaining to customer records.
- › Customer visits may be required in order to improve relationships and obtain first-hand knowledge of their requirements.
- › Handle day-to-day queries and issues and satisfactorily resolve such items.
- › During day to day customer management, review customer interaction to ensure continuing contact with present, previous and potential customers with the possibility of arranging Sales Representatives appointments.

### THE IDEAL CANDIDATE:

- › Needs to be a team player.
- › Knowledge of Electronic component industry desirable but not necessary.
- › Experience of Microsoft Office desirable.
- › Knowledge of SAP and CRM systems desirable.
- › Training would be given.
- › Keeping regular contact to existing and new customers.
- › Ability to work to schedules.
- › Attention to detail.

### WE OFFER:

- › Competitive salary and terms for the right applicant.
- › Company Pension, 20 Days holiday + Normal Public Bank Holidays.
- › Normal office hours M-T 08.00-17.00 / F 08.00 -15.30.

### » IF YOU FEEL YOU HAVE THE RELEVANT SKILLS AND EXPERIENCE - PLEASE APPLY NOW!

Please send a CV and covering letter to  
Nicholas Ribton:

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