

Job Specification

Job title: Calibration Sales Executive

Reporting to: Kimberley Stubbs, Sales Director

Person requirements

- Ability to use own initiative well
- Pleasant, friendly and professional telephone manner
- Good track record in telesales and/or customer service
- PC literate including use of Excel spreadsheets and Outlook
- Numerate and literate
- Good attention to detail
- Enthusiasm and desire for success
- Calm under pressure
- Versatile
- Must be eligible to work in the UK

Role Summary

Generate and manage the booking in of PAT testing machines for an annual recalibration from an existing customer database via telephone and email. This role is varied and full of activity including inbound and outbound calls and emails.

Role Specification

- Inbound and outbound calls (60%)
- Sales order processing and administration (20%)
- Recalibration order status checking and taking appropriate action (10%)
- Customer service, including answering queries, liaising with Couriers, payment taking and order taking (10%)
- Assistance as directed by the Sales Director

Training will be provided on site.

Terms

This permanent position is full time (8.45am – 5pm Monday – Thursday and 9.00am - 4pm Friday) working from our York office (YO26 6QT). 'Hybrid' working with a combination of working in the office and working from home is also an option. Variations to these hours may be considered for the right person.

Hourly rate: £12.00 per hour increasing to £12.50 per hour after 6 months satisfactory employment.

Benefits include paid holiday, a workplace pension and eligibility for the Company bonus scheme after satisfactorily completing 1 year of service. Sales related bonus eligibility after 6 months satisfactory employment.

TO APPLY

E-mail CV and covering letter as to why you are applying for this position and what value you can bring to First Stop Safety to Kimberley@tele-products.com by **5.00pm Friday 9th July 2022**.

Please also provide details, including a contact name, of your last 2 Employer's so that we can contact them for a Reference. (Prior agreement will be sought before we contact those References provided).

ABOUT THE COMPANY

First Stop Safety is the trading name of Tele-Products Ltd of York, and we have been in business for over 30 years. During that time we have built a very good reputation both locally and nationally, based on our passion for delivering excellent Customer Service, sustainability, and environmentally friendly operations. We are a manufacturer of PAT Testing machines, and we also deliver training for our customers on how to use them in the workplace. We also offer an annual recalibration service for any make or model of PAT testing machine, to ensure that our customers comply with the relevant legislation or HSE recommendations. This is a significant and growing part of our business. We are a small and friendly team, with a great attitude to helping and guiding customers. Does this sound like a Company you would thrive in? Can you help us help more customers? Please apply if so!

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