

## JOB SPECIFICATION

Post: Internal Sales Representative      Dept: Internal Sales

Reports to: Sales Office Manager      Hours: 8am-5pm/8.30am-5.30pm  
with 1 hour for lunch.

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**This post is based in Dextra Lighting Limited which is a wholly owned subsidiary of Dextra Group plc**

### Main duties & responsibilities

- Answering incoming telephone calls.
- Offering verbal quotations.
- Chase up quotations.
- Review incoming orders.
- Scheduling deliveries in accordance with production & transport.
- Call existing clients to see if they have any order enquiries / leads.
- Cold call prospective clients to develop a relationship and see if they have any order enquiries / leads.
- Other sales related duties which may arise from time to time.

### Reports to

- Sales Office Manager on a day to day basis.

### Post requirements

- Ability to sell
- Ability to recognise sales potential
- Basic computer literacy
- Confident telephone manner
- Self motivated
- Reliable
- Flexible
- Smart appearance – **No denim or trainers**