

Job Title:	Junior Sales Executive	Job Category:	Sales
Location:	Bidford-on-Avon Office	Period:	Permanent
Level/Salary Range:	£16,000 to £20,000	Position Type:	Full-Time
Will Train Applicant(s):	Training Provided	Environment:	Office Based
Supervisor:	Sales Manager / Director	Travel Required:	Occasional
External Posting URL:	www.dkjones.com/careers		
Role Definition		Please Send Applications To:	
To perform commercial sales activities including supporting, maintaining and developing our current customer base.		Chris Jones, DK Jones Ltd, 48 West Street, Middlesbrough, TS2 1LZ Or Careers@dkjones.com	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are looking for a confident and motivated individual to fulfill a full-time Junior Sales Executive role in our small but lively Bidford-on-Avon export and project sales office, dealing with customers from around 50 countries worldwide the role will involve:</p> <ul style="list-style-type: none"> • Maintaining and actively developing our customer base • Using verbal & written methods to communicate effectively with customers and colleagues • Data input, order processing and monitoring • Developing an industry and customer specific knowledge base <p>Initial focus will be to support our existing customers, as such a successful a candidate will need:</p> <ul style="list-style-type: none"> • Excellent attention to detail • Interpersonal skills and ability to build relationships with customers • Ability to follow instruction and work within a team • Work independently & unsupervised <p>Role and company specific training will be provided.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Applicants must have basic computer literacy (Microsoft office or equivalent). Minimum grade C in Math's and English at GCSE level (or equivalent). The ability to speak a second language will be a distinct advantage.</p> <p>ADDITIONAL NOTES</p> <p>No previous industry experience is required, only a willingness to learn and a polite & professional manner.</p>			
About Us			
<p>D K Jones Ltd is a medium sized family owned and run business with nearly 35 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.</p>			