

<b>Job Title:</b>	Junior Sales Executive	<b>Job Category:</b>	Sales
<b>Location:</b>	Middlesbrough Office	<b>Period:</b>	Permanent
<b>Level/Salary Range:</b>	£16,000 to £20,000	<b>Position Type:</b>	Full-Time
<b>Will Train Applicant(s):</b>	Training Provided	<b>Environment:</b>	Office Based
<b>Supervisor:</b>	Sales Manager / Director	<b>Travel Required:</b>	Occasional
<b>External Posting URL:</b>	www.dkjones.com/careers		
<b>Role Definition</b>		<b>Please Send Applications To:</b>	
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	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are looking for a confident and motivated individual to fulfill a full-time Junior Sales Executive role in our busy Middlesbrough sales office, the role will involve:</p> <ul style="list-style-type: none"> <li>• Maintaining and actively developing our customer base</li> <li>• Using verbal &amp; written methods to effectively communicate with customers and colleagues</li> <li>• Data input, order processing and monitoring</li> <li>• Developing an industry and customer specific knowledge base</li> </ul> <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"> <li>• Excellent attention to detail</li> <li>• Interpersonal skills and ability to build relationships with customers</li> <li>• Ability to follow instruction and work within a team</li> <li>• Work independently &amp; unsupervised</li> </ul> <p>Role and company specific training will be provided.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Applicants must have basic computer literacy (Microsoft office or equivalent). Minimum grade C at GCSE level Math's and English (or equivalent). The ability to speak a second language will be a distinct advantage.</p> <p><b>ADDITIONAL NOTES</b></p> <p>No previous industry experience is required, only a willingness to learn and a polite &amp; professional manner.</p>			
<b>About Us</b>			
<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>			