

Job Title:	Sales Executive	Job Category:	Sales
Location:	Bidford-on-Avon Office	Period:	Permanent
Level/Salary Range:	£Negotiable	Position Type:	Full-Time
Will Train Applicant(s):	Training Provided	Environment:	Office Based
Supervisor:	Sales Manager / Director	Travel Required:	Occasional - Worldwide
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 and contributing to our excellent customer service reputation.		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 knowledgeable individual to fulfill a full-time Sales Executive role in our small but lively Bidford-on-Avon export and project sales team, the role will involve:</p> <ul style="list-style-type: none"> • Maintaining and pro-actively developing our global customer base • Using verbal & written methods to effectively communicate with customers and colleagues • Data input, order processing and monitoring utilising the range of capabilities available within DKJ • Using a variety of sources to fulfill customer requirements • Reporting directly to Sales Director on plans, actions and outcomes <p>To ensure our excellent reputation for customer service is maintained, 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). The ability to speak a second language will be a distinct advantage. Working, relevant knowledge and awareness of activities within the oil / gas / petrochemical industry.</p> <p>ADDITIONAL NOTES</p> <p>Occasional worldwide travel to visit and entertaining of customers is expected of a successful candidate to further develop working relationships. An indication of salary expectations should accompany your CV and cover letter.</p>			
About Us			
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.			