

<b>Job Title:</b>	Sales Executive	<b>Job Category:</b>	Sales
<b>Location:</b>	Middlesbrough Office	<b>Period:</b>	Permanent
<b>Level/Salary Range:</b>	£Negotiable	<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>	Infrequent, within UK
<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>			
<b>ROLE AND RESPONSIBILITIES</b>			
We are looking for a confident and knowledgeable individual to fulfill a full-time Sales Executive role in our busy Middlesbrough sales office, the role will involve:			
<ul style="list-style-type: none"> <li>• Maintaining and pro-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 utilising the range of capabilities available within DKJ</li> <li>• Using a variety of sources to fulfill customer requirements</li> <li>• Reporting directly to Sales Director on plans, actions and outcomes</li> </ul>			
To ensure our excellent reputation for customer service is maintained, a successful candidate will need:			
<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>			
Role and company specific training will be provided.			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
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.			
<b>ADDITIONAL NOTES</b>			
Infrequent travel to visit and occasional 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.			
<b>About Us</b>			
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.			