

CAREER OPPORTUNITY

JOB TITLE:

Inside Sales Support Executive

****Clear career development into Sales Account Manager role****



Background

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! Our core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

About the Role

We have an exciting opportunity to join an already successful and growing inside sales team. Reporting into the Inside Sales Manager, you will be supporting the Account Managers on the desk including admin duties and some sales.

This is a newly created role in an established team of 7 and there is a genuine career path to reach a Sales Account Manager role.

Main Duties & Responsibilities

Administration duties:

- Making and taking credit card payments from customers to suppliers and keeping the credit card tracker updated;
- Sending daily tracking information to customers;
- Assisting the team with quotes, purchase orders and order processing where required;
- Assisting the team with bad debt;
- Calling couriers/suppliers to deal with issues re deliveries and/or purchase orders.

Sales:

- Opportunity to sell to non-managed accounts (commission earnings based on sales available)
- Cover for sales staff when on annual leave - quoting to customers, processing sales and purchase orders.

To be considered for the role, you will ideally have either admin or customer service experience and have a genuine passion and drive to work in sales. You must be confident to pick up the phone and talk to customers, suppliers and couriers and be able to work on your own initiative. This is a very fast paced environment, so you need to enjoy working at pace and be able to deal with working in an environment that can be pressurised at times. You must be a great communicator and have strong planning and organisational skills and be able to work on your own initiative and as part of a team.

In Return

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Standard 22 days holiday + bank holidays (increasing to 25 days with service).
- Additional ½ day birthday holiday
- Ability to 'earn' an additional 4 days per annum if you win quarterly awards based on the company PRIDE values.
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Access to Medicash Cash Plan – cash back towards everyday healthcare bills and a wide range of other wellbeing benefits, unlimited access to virtual GP, 24/7 employee assistance programme, retail discount scheme.
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.
- Dress down Fridays.
- On site parking available.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.

