



Parts Sales Specialist – Power Products and Parts Division

Company:

William G Search Limited

Location:

Whitehall Road, Leeds, LS12 6EP

Job Type:

Permanent, Full Time

Job Category:

Part Sales Specialist

Salary/Wages:

Starting Salary c£20,000 per annum

Job Reference Code:

2019-0102 EW

Posted:

1/2/19

This is an established role based at our Leeds Head Office and situated in our busy Parts Sales Team Office

Objective

To provide a friendly, flexible and professional service to all our parts customers ranging from an individual to a Blue Chip companies both in the UK and overseas, whilst identifying and developing new business opportunities.

Responsible to

The Parts Sales Specialist will be responsible to the Divisional Manager of the Parts and Power Products Division, whilst being individually accountable for their own tasks on a daily, monthly, and annual basis.

Duties

- Professionally handling incoming email and telephone enquiries and orders
- Taking ownership and responsibility for all aspects of processing the client's requirements whether technical, administrative, commercial or logistical.
- Producing sales quotes for clients and following up these quotes, converting them to a sale.
- Processing client orders on our internal system and managing the full order cycle whilst dealing with any issues that may arise
- Providing Parts Related Technical assistance and support to our internal and external clients
- Taking an active role in Parts Sales Campaigns whether on the telephone or face to face with the client.
- Keeping our databases updated with the very latest Parts/Sales related information
- Working to the achievement of both personal and team goals.
- Any other reasonable requests made by your line manager.

Person Specification**Essential Skills**

- Able to demonstrate a stable and logical career pattern within a Parts Sales Environment.
- Excellent written and oral communication skills
- Good organisation and time management skills
- Computer literate with a good working knowledge of all aspects of Microsoft Office
- A pleasant personality, good interpersonal skills and a flexible, professional work ethic.



Desirable Skills

- Previous experience of Compressed Air Equipment or Diesel Engine Parts
- Previous experience in one or more of the following products:-
Atlas Copco/Compair Compressors, Hatz, Lombardini or Lister Petter Engines
- An appreciation of engineering skills or engineering terminology
- GCSE level C (or equivalent) or higher in English and/or Maths/Science together with a vocationally related qualification.

Training

- In house training would be provided specific to the company's products and systems.
- Depending upon aptitude, commitment, and current skills of the successful applicant external training may also be available.

Other

Hours of Work: 8.00 a.m. to 4.30 p.m. with 60 minutes lunch (37.5 hours)
Starting salary: c £21,000 per annum plus bonus structure
Holidays: 22 days per annum plus statutory day
Location: Whitehall Road, Leeds, LS12 6EP 01132639081

Further company/product details: www.compressive.co.uk

Applications: Email your CV to info@wgsearch.co.uk
quoting the job reference number 2019-0102EW
(please indicate where you saw the advertisement)

An ideal candidate would come from a Parts Sales background either within an engineering industry or the automotive industry.