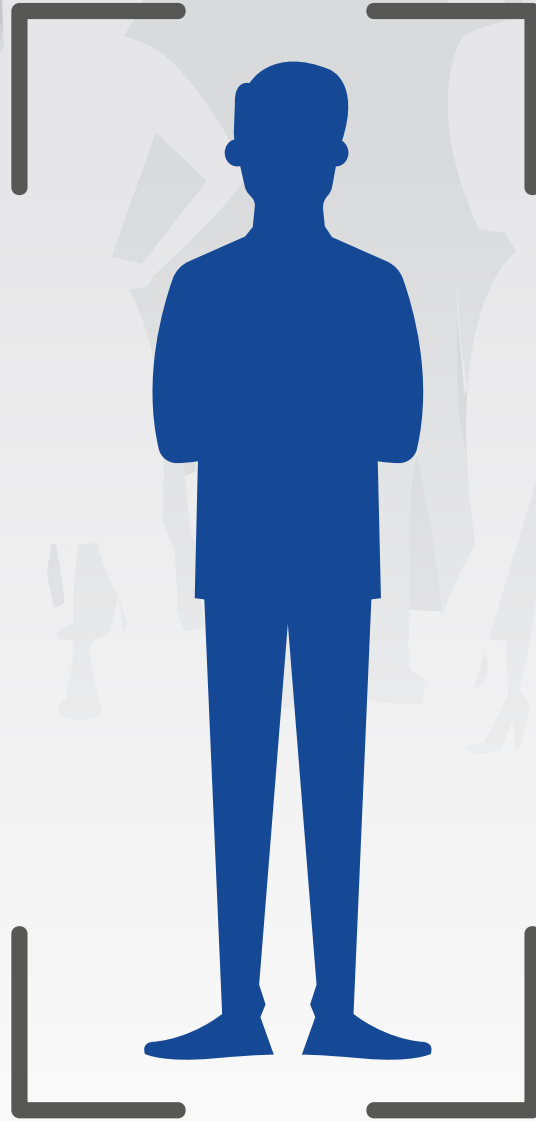


JOB DESCRIPTION



Job Details

Job Title: Contract Sales Support

Organisation Chart

Sector Manager - Contract

Senior Sales Manager

Contract Sales Support

Job Purpose

To provide an administrative and customer facing support to the Contract Sales Team.

Knowledge, Skills, Qualifications & Experience Required

- Good communication skills.
- I.T. literate.
- Ability to work on own initiative or as part of a team.
- Excellent planning and organisation skills.
- Administration experience desirable.
- Knowledge of company systems, product and procedures desirable.

Key Result Areas

- On request provide regional quotes to customer.
- Liaise with the Sales team regarding quotes. Where the quote exceeds 100 square metres, liaise with the appropriate sales representative to ensure customer satisfaction is maintained.
- Assist with pricing queries from all departments.
- Update price file as required.
- Liaise with the sales team, factories and agents with regard to samples.
- Action general administrative requests made by the Contract Sales department.
- Action any reasonable requests by a Line Manager.
- Delivery of samples to client when requested.