# Logo  Description automatically generated

**JOB DESCRIPTION**

**JOB TITLE:** **Sales Assisstant**

**REPORTS TO:** Operations Director

**JOB PURPOSE:** Chasing quotes and website leads

**HOURS:** Part Time/ Full Time/ Flexible Hours

**SALARY:** £12.50/h

**RESPONSIBILITIES AND SKILLS**

* Chase up quotes and follow up on leads generated from the website.
* Previous experience in dealing with customers / sales preferred.
* Confident
* Good telephone manner
* Able to do basic online research.

# HEALTH & SAFETY

The responsibility for employees’ health and safety does not rest entirely with the Company and its management. As an employee, irrespective of your position in the Company, you have a legal duty of care to adhere to the company policy at all times. You must maintain a safe and healthy working environment, take care of your own health, safety and environment at work and of other colleagues who may be affected by your actions or omissions.

# GENERAL RESPONSIBILITIES

This job description covers the main objectives, responsibilities and authorities of this position at present. Where necessary, changes may be made from time to time involving like or integrated work.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_