



Job Title: Sales Apprentice

Reports to: Sales Manager

Location: The role will be based at our World Headquarters in Leicester, UK.

Brief overview of job role:

The Sales Apprentice supports the Sales Team in all areas of sales and business admin.

Main duties include:

- Keeping well-organised files, records of business activity and providing office support to the sales department and customer.
- Interacting with customers either on the phone via email or in person.
- Understand selling and how to liaise with international customers (with English being the main language used)
- Understand selling for a manufacturer
- Understand selling for business to business
- Following up on business communications, quotation's, order status.
- Communicating with internal departments such as planning & estimating, manufacturing, R&D, Engineering.
- Using spreadsheets to track quote status, cost reviews, order processing.
- Collecting and inputting company data in CRM & ERP system
- Learning and understanding about the company and the available products/services, to allow discussion on business opportunities to take place with customer/prospects. Learning and understand how to exceed customer expectations.
- Building relationships with the customers and suppliers.
- Preparing documents to submit quotes/order confirmations
- Understand and undertake administrative tasks for processing of customers' orders.
- Carrying out market research.
- Assisting with minor technical support.
- Scheduling appointments and events for the external sales team.
- Participating in office meetings and taking meeting minutes.
- Managing the phone system, by taking phone calls and transferring them to the right person/department. Taking messages and passing them on.
- Being ready for any other administrative tasks that are required by the sales team/sales management.

Qualifications/Experiences:

- An interest in Business Administration and Sales
- GCSE Maths & English Grade C or above (or equivalent)
- Attention to detail and accuracy

Hours of Work:

Monday to Friday, 8:30am to 5pm with a daily 60-minute lunch break.

Equal opportunities and other information/terms:

Nylacast Ltd welcomes the talent of people from diverse backgrounds to provide expertise dedication and imagination to propel us to a prosperous future. We believe that all employees have a right to be treated with dignity and as such will not tolerate any form of harassment.

Nylacast operates a Non-Smoking Policies