



Job Advert

Sales Assistant Manager

Kalsi Group; well-established manufacturing company in Birmingham are looking to expand their existing Sales team; and have a fantastic opportunity for an experienced Sales Assistant Manager. This is a fantastic opportunity for an individual who would like to develop their career further in a positive fast paced growing environment.

Sales Assistant Manager should come from a building industry background. Ideal candidate should have advanced Sales Managerial skills to manage, coach and motivate Sales Team to understand and meet the departments targets and objectives.

Sales Office Manager Responsibilities:

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- Setting individual Team Targets and Objectives
- Managing the team
- Receiving and processing orders.
- Directing feedback from customers to relevant departments.
- Liaising with Area sales manager and assisting them with any queries.
- Key Performance Indicators (KPI's)
- Supporting the department with other administrative tasks, if requested.

Sales Office Managers Requirements:

- Previous experience in Managing Sales team within Manufacturing Plastics building products or a similar role.
- Exceptional interpersonal and customer service skills.
- Advanced knowledge of administrative.
- Proficiency with word processing, spreadsheet and outlook software.
- Excellent written and verbal communication skills.
- Excellent Microsoft Office skills
- Fast paced industry, individual needs to be very organised, proactive, and self-sufficient.
- Willing to be trained on internal departmental systems like SAP/SAGE

Benefits:

Salary: Dependant on experience & qualifications

Holidays: 20 days plus bank holidays, Pension, Parking

To apply please email your CV to hr@kalsiplastics.co.uk

Applicants must be eligible to work in the UK!