



## **Job Advert**

# **Sales Assistant Manager**

Kalsi Group; Over 29 years 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](mailto:hr@kalsiplastics.co.uk)

Applicants must be eligible to work in the UK!