



Stocksigns

## JOB DESCRIPTION

<b>Job Title:</b>	Sales Support
<b>Reporting to:</b>	Sales Office Manager
<b>Purpose of Job</b>	
Primarily the individual will support the sales team with generating quotes and inputting orders for existing customers, along with providing customer service support. The role will be varied and will expose the individual to all aspects of sales and marketing.	
<b>Key Responsibilities</b>	
The accurate and timely input of quotes and/ or orders. Provision of exemplary customer service. The individual will work closely with the Account Managers, supporting their business development programme. In addition to this the individual will:- <ul style="list-style-type: none"><li>• Liaise directly with the Technical, Production &amp; Marketing</li><li>• Look to develop a broad understanding of both the sign &amp; display marketplace as well as the product range offered.</li><li>• Support the initiative to make Stocksigns a "Great Place to Work"</li></ul>	
<b>Person Specification</b>	
<b>Qualifications</b>	Min A-C English and Maths.
<b>Experience</b>	Sales office experience, gained in a busy sales environment.
<b>Skills &amp; Abilities</b>	High attention to detail. Computer literate and competent in using Outlook, Microsoft Excel and Word.
<b>Personal Qualities</b>	The individual should be intelligent, articulate and diligent. They should have the ability and desire to embrace a multitude of tasks on a daily basis and should exhibit a can-do attitude. They should be looking to progress quickly within our organisation.



## About Stocksigns

**We're very proud of our industry reputation, and of the people who helped us build it.**

Known for 60 years of sterling experience, we'd love to tell you more about our history, practice and ethos.

### History

Starting life as a screen-printing company, over 60 years we have become the go-to company for the very latest in signage and digital printing.

### People

Our passionate, dedicated and wonderful people are at the centre of everything we do. Our stated aim is to make Stocksigns a Great Place to Work for all its employees.

### In-house experience

All of our departments are expertly trained in the latest industry innovations – from keeping up to date with legislation to new developments in digital printing. We have in-house experts in design, site surveys, production and signage installation.

### Accreditation

Stocksigns is a member of RoSPA and the HSSA and our signs are ISO 7010 compliant.

After 60 years Stocksigns continues to provide their customers with a total signage solution.