

MIKE WYE

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Job Description: Technical Sales Adviser

Employer:

Mike Wye & Associates Ltd.

Place of employment:

Buckland Filleigh Sawmills, Buckland Filleigh, Devon EX21 5RN

Background:

Mike Wye & Associates manufacture and supply traditional, sustainable and ecological building, insulation and decorating materials.

Remuneration (monthly):

Permanent, full-time post (40 hours per week). £22,880 per annum.

Specific Duties:

- To assist with the smooth operation of the office in processing orders, assisting customers, dealing with suppliers, inputting to our computer system, liaising with warehouse staff.
- To achieve a good knowledge of our product range and their application in order to advise customers (ongoing training will be provided).
- Providing technical support to the existing team with a requirement to develop a specialist area of expertise
- Investigating and evaluating new products for sale
- Have a passion for sustainable and environmentally friendly building and decorating products.
- Availability to assist with the running of occasional CPD training days, tailored training sessions or trade shows (may involve weekend work).

Daily tasks include:

- Taking orders from customers by phone, email and in person
- Liaising with production staff to ensure adequate stocks to meet demand
- Organising delivery and collection of orders
- Offering friendly, sound advice by phone, email and in person
- Helping to ensure that there are adequate supplies of goods and materials in stock
- Undertaking whatever tasks are required for the smooth running of the business

Personal qualities and skills required:

- Commitment to the success of the firm and satisfaction of its customers
- Conscientious approach to all tasks, however minor
- Numeracy, literacy and computer literacy
- Ability to work both unsupervised and as a team member
- Ability to work in a pressurised environment