



AIV Europe
Unit A - Beadle Industrial Estate
Ditton Walk, Cambridge, UK CB5 8PD

Position: Trainee - Inside Sales Representative

Reports to: Sr. Sales Team

Summary

The Trainee Inside Sales Representative will spend the first few months in training, learning the products and company, a leading valve distributor, while mentored by senior sales team. Initially this will be an office based role, but as you progress in your role, a more business development approach will be incorporated, with potential for both domestic and international travel to build relationships with both existing and potential customers.

Duties and Responsibilities

- This position will see you join a small, focused, sales team within a larger organization.
- Day to day responsibilities will include evaluating enquiries and customer requirements in order to provide accurate, suitable offers from our range of products in a timely and professional manner.
- Compiling quotations, following up to secure orders and managing through to completion.

Knowledge, Skills and Abilities

- Energetic, driven and outgoing personality
- Outstanding written and verbal communication, and time management skills
- Computer literate including Microsoft Excel, Word and Outlook proficiency.
- Strong organizational skills
- Ability to maintain a high level of activity, manage multiple competing priorities, and work effectively in a results-driven culture
- Develop strong product/price knowledge as well as customer knowledge

Education and Qualifications

- Maths and English GCSE (or equivalent)