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## Job description

### Job Description – Sales Assistant

The purpose of this role is to support the Sales Manager in the delivery of Monthly Sales Targets by managing and further developing existing relationships with our strong customer base. The goal is to maintain and grow the company's Annual Sales & Profit by increasing our customer base through inbound and outbound activity.

The position will involve actively working along the sales executive with our existing customer base on an ongoing basis with a view to renewals at contract end.

Working with Excel spreadsheets and calling the networks to cross check the information is correct, then contacting the customer to let them know they are due an upgrade and discussing their renewal options from handset choice and the monthly costs to them.

Working alongside the Sales Manager the role will also require looking to introduce new revenue streams with potential new products and services which the existing base can benefit from.

Working alongside the Sales Manager the role will also require actively seeking to gain new customers utilising a number of methods from cold calling to customer referrals.

The position will also involve the day to day running of the shop environment including dealing with customers in person and answering calls, handling cash and card payments.

A full in house training on how the mobile networks operate, and how ASK operate as business will be carried out in store.

### SKILLS AND COMPETENCIES

- Ability to work flexibly
- Team player
- Good Verbal & written communication skills
- Ability to prioritise & manage own workload

### PERSONAL ATTRIBUTES

- Self-motivated - Essential
- Prepared to learn new skills – Essential
- Attention to detail
- Passionate about sales & customer service

Reference ID: office

Application deadline: 31/03/2022

Job Types: Full-time, Commission, Permanent

Salary: National Minimum Wage Rate

COVID-19 considerations:

full covid restrictions under government guidelines