

Introduction

Air Atlanta Aviaservices Ltd is a Maintenance, Repair and Overhaul facility situated in Crawley, West Sussex, adjacent to LGW. We specialise in the repair and overhaul of wheels, safety equipment, galley equipment and ELT's.

Job Specification

Job title – Sales Assistant

Location - Unit 2, Meadowbrook, Industrial Estate, Maxwell Way, Crawley, West Sussex, RH10 9SA.

Salary – Negotiable

The candidate must be able to work as part of a team to deliver high customer service. Numerate, accurate with the ability to meet deadlines and good problem solving ability. Excellent communication, administration and IT skills. Must be self-motivated and flexible with the ability to work in a busy environment.

Sales assistant main duties will include:

- Present quotes to potential customers
- Involvement in converting sales enquiries into orders
- Processing customers' orders
- Processing new sales leads
- Managing the correspondence between the sales team and their clients
- Monitoring customer accounts
- Providing data and reports to help the sales team
- Processing RFPs and Liaising with appropriate team members regarding any purchasing from suppliers.
- Answering phone calls
- Deliver high quality customer service and performance
- Update IT systems with all required information
- Sales department administration

Qualifications & Attributes

- Motivated and able to complete repetitive tasks.
- Proactive and accurate in everything that they do.
- Efficient in the use of Microsoft Outlook, Excel and Word.
- Excellent communication skills.
- Must have A level qualifications or equivalent.
- Team player
- Previous experience with Quantum would be beneficial but not essential

The right candidate will have future opportunities to take responsibility of managing and developing their own customer portfolio.