**Job description**

Fletchers Waste Management (part of the Beauparc Group) and an Investors in People employer, is an established waste and recycling business based in Sheffield.

Due to continued business growth, we are currently seeking an enthusiastic Sales Support Executive to join our team.

This is a great opportunity to become a valued member of a well-established business!

**Main duties to include (but not limited to): -**

* Answering internal sales calls & queries
* Dealing with account customers
* Dealing with our supply chain, including negotiation and booking of orders
* Placing orders via our internal systems
* Dealing with emails (orders & enquiries)
* Daily admin tasks
* Liaison with the transport team
* Filing of electronic orders
* Ad-hoc duties (where required)

Normal working hours: Monday to Thursday 8.00am – 5.00pm and Friday 8.00am – 4.30pm (inclusive of a daily 30-min unpaid)

Holidays: 21 days on commencement (rising to 24 days after 10 years’ continuous service) + bank holidays

**Key Competencies:**

* Excellent Customer Service/Account Managementttt Skills
* Strong communication skills (written and verbal)
* Proficient in MS Office Suite
* Well organised and able to prioritise tasks
* Trustworthy
* Excellent time management
* Able to work alone or as part of a team
* Good sense of humour

Work Remotely

* No

Job Types: Full-time, Permanent

Pay: £25,000.00-£29,000.00 per year

Benefits:

* Company events
* Company pension
* Free parking
* On-site parking
* Sick pay

Schedule:

* Monday to Friday

Work Location: In person