

Quotes/Sales Processor Job Role

Skills

Strong written & communication skills

Confident & resilient with people skills

To be able to work on their own and as part of a team

Organisational and time management skills

Computer literate

To be able to work accurately

Must be able to use Excel and Word

To work using a bespoke computer system (In house training provided)

The Role

Process Quotes & Orders/Pvc, Aluminium, Conservatory Roofs, Sealed Units, Composite doors & Accessories

Write up order forms to send via email/post to customers or in an email format from bespoke computer programme

Work out Schematic layouts for Georgian Bar, Authentic Bar & Square Leads

Scale drawings for shaped frames to send out to customers for approval

Lift information from architectural drawings to complete quotes or orders

Match up the quotes with the order using customer reference or quote numbers

Dealing with customer queries

Answering phone

Showroom – Assisting Walk ins or customers showcasing products.

Print out and package orders for distribution to office/factory

Batch Glass & Pvc for the factory

Purchase products from suppliers using online system and purchase order forms

Allocate jobs to produce a material summary for optimising products to order from suppliers

Double check Conservatory roof specifications prior to quote or order

Learn product knowledge to ensure accurate details, min/max sizes etc

Customer sales – Making calls/following up quotations & emailing etc

Promote New Products & special Deals

Using the Act database to record customer details/conversations, set calls to do follow ups to see how they get on with jobs & quotes – using a diary system