



General Description

The key purpose of this role is to maximize revenue generation via outbound business development obtained through both new and existing customers. Your duties would include handling inbound enquiries, devising solutions to requirements over the phone, processing and securing orders. Develop current customers and prospect for new companies that would use our services

Duties and Responsibilities

- Processing and converting orders
- Handling inbound calls and enquiries
- Outbound business development calls (warm & cold)
- Liaising with External Sales Team for site visits, meetings & quotation opportunities
- Updating records daily
- Achieving KPIs

Competencies/behaviours

- Commercially aware and customer-focused
- Able to plan, organise, prioritise and work under pressure on own initiative
- Excellent administration skills
- Good MS Office knowledge (Word, Excel, Outlook)
- AutoCAD advantageous
- Understanding of soil investigation reports
- Highly driven and results orientated
- Excellent telephone manner
- Able to work calmly under pressure
- Resolve problems efficiently
- Takes responsibility and is committed to delivering results
- Forms effective working relationships with colleagues
- A supportive and flexible team player
- Work with honesty, integrity, and respect for your colleagues
- Be open to positive direction from your line manager



Skills, Experience and Knowledge

- Commercially aware and customer-focused
- Able to plan, organise, prioritise and work under pressure on own initiative
- Excellent administration skills
- Good MS Office knowledge (Word, Excel, Outlook)
- AutoCAD advantageous
- Understanding of soil investigation reports
- Highly driven and results orientated
- Excellent telephone manner