

Role Description - Sales Apprentice

Full time 9-5 Monday to Friday

Salary: TBC

Initial 2 weeks trial followed by 3-month probationary period.

Reports to Sales Director

Key Tasks:

Create and update all sales offers on TYSONCOOPER websites as required.

Create and programme social media posts – following outline/briefs provided by sales director.

Create and edit videos and picture content to supplement test drive reviews for use on TYSONCOOPER websites and social media activities.

Handle incoming telephone calls – qualify customer requirements and allocate to relevant salesperson – record details in CRM platform.

Record all incoming web and email enquiries to CRM platform.

Liaise with sales team to update missing customer data as required.

Support the sales team in sourcing quotations, availabilities and lead times as required.

Support customer services team with customer updates and arranging deliveries as required.

Assist customer services team in ensuring all relevant documentation is present in every deal file.

Collate and provide renewal data from CRM to sales team.

Follow-up all lapsed customers and enquiries as required by Sales Director.

Person Description

We are looking for an individual who is keen to forge a career in sales and has an interest in automotive, no immediate sales experience is required however experience gained in a customer facing environment [supermarket, retail sales outlet, hospitality] would be useful.

The individual should be outgoing with good personable skills.

The individual should be able to demonstrate strong written and computer skills with good GCSE grades at Maths and English – knowledge and experience of Microsoft Word and Excel would be useful but not essential as training will be provided.

Individuals should be keen to learn, work well in a team but with the discipline to remain self-motivated when working unsupervised.

A full UK driving licence would be beneficial but not essential.

Whilst initially an apprentice position this role will develop into a full sales position for the right candidate – with opportunities for further career progression within a growing company.

