

Sales Coordinator

Job ID	46
Location	Basingstoke RG21 6YT
Type	Permanent
Job title	Sales Coordinator
Job type	Full time
Salary	c£21-23k per annum
Annual holiday	20 days (plus public holidays) – increase with long service
Pension	Government Auto enrolment scheme
Benefits	Healthcare cash scheme Childcare Vouchers Ride to Work
Company overview	<p>Robinsons are one of the largest independent relocation solution providers in Europe. With access to global operations in over 180 countries, we relocate in excess of 10,000 families every year.</p> <p>Robinsons provide a fresh determination to look at Global Relocation challenges in a new way rather than simply accepting conventional methods and attitudes. We ensure our clients are at the centre of everything we do and continue to build on the company's long established core values of openness, honesty and transparency to constantly develop unique and tangible benefits for their clients.</p>
Role overview	<p>This is a new office based role designed to combine the skills of telephone selling, accurate proactive administration and great customer service.</p> <p>The main purpose of the role is to handle customer enquiries and all related administration that will assist business growth and the profitability of the branch</p>

- Responsibilities**
- Assist the team with administration and internal sales.
 - Manage sales diary schedules, quotations and managing the domestic move process from enquiry - follow up - to booking the move and being the contact point for the customer
 - Be the first point of contact for customer enquiries, arranging surveys and producing quotes in a timely fashion
 - Manage the sales diary for the reps in the region
 - Contribute to the continuous improvement in process, practice and service delivery

- Essential skills or experience**
- Customer service in a related industry
 - Excellent communication skills
 - Good numeracy and literacy skills
 - On line and telephone skills

- Desirable skills or experience**
- In house sales processes
 - Removal industry experience in office & operations
 - Transferable CRM system knowledge

How to apply Please send your cv and covering letter to recruitment@robinsonsrelo.com