

Sales & Service Advisor

Edinburgh

High Level Spec:

- Competitive salary.
- Monthly bonus scheme.
- 33 days annual leave including Bank Holidays.
- Basic hours 9am – 5pm Monday to Friday (37½ hours) per week.

Duties and Responsibilities:

- To serve and actively sell and promote Indespension trailers, parts, associated equipment and services, face to face and over the telephone ensuring correct procedures are followed.
- Raise invoices/credit notes accurately.
- Ensure payment for goods is received accurately and/or credit approval is obtained.
- Advise and take orders for trailer hire and towbar fitting updating the diary accordingly.
- Liaise with Workshop Team as required with regard to bookings and ensure they are kept supplied with a steady workload.
- Ensure all stock orders received are shelved at the earliest opportunity, presented safely, tidily and in an attractive manner.
- Monitor stock movements and deliveries.
- Displays should be updated and maintained regularly.
- Process the daily cash paperwork and prepare banking including petty cash
- Maintain accurate filing systems.
- Assemble and modify trailers as required.
- Hold a current, valid UK driving licence.

Interested? please email your C.V. to: jobs@indespension.co.uk

