

We are a leading UK manufacturer of engineering plastic materials, components and composites to a wide range of industries which include aerospace, electrical, transport and general engineering.

We currently have the following vacancy based at our Birmingham head office:

Internal Sales Assistant

We are looking for a candidate

- to liaise with customers on a daily basis
- to produce quotations for standard and basic machined parts
- to complete sales administration tasks

The ideal candidate will have the following skills and experience

- an engineering background is preferred but not essential
- experience of estimating and costing is preferred
- you must possess excellent communication skills
- a high standard of literacy and numeracy is essential
- be able to use Microsoft Office PC packages
- be able to communicate with colleagues at all levels
- be flexible and adaptable
- be a team player

Additional details:

Hours are 36.5 per week 8.15am to 4.45pm Monday-Thursday, with a 30 minute lunch break, and 8.15am to 12.45pm on Fridays

Salary: £20,000 to £22,000 PA dependant upon experience

If you, or anyone you know, is interested in applying for this position ask your line manager for an application form.

Deadline for internal applications is 31st August