

Job / Person Profile



Sales Assistant

Goodwater are offering an exciting opportunity to join our Sales team, learning the ropes from the bottom up. The position is very hands on, dealing with customers and working on live jobs, and in time we aim to develop our new recruits to set them off on a career path in sales as Account Managers in their own right. We provide full in-house training in both sales and the technical aspects of the industry.

Job Identification

Title:	Sales Assistant
Department:	Sales
Line Manager:	Business Support Manager (Sales & IT)
Salary package:	To be confirmed

"I joined Goodwater back in 2023 and have developed so much in both my professional and home life due to the kindness the Goodwater team have shown me. I would thoroughly recommend anyone joins us should they get the opportunity."

Jacob, Graduate Trainee



Job Summary

The successful candidate will play a key role in supporting the Sales team assisting with administrative tasks, managing customer enquiries, preparing sales documents, and maintaining accurate records. The aim is to ensure all jobs run smoothly from start to finish, so collaboration with other teams (e.g. Technical and Operations) is really important, as is effective communication and delivering the best customer experience possible.

Primary Objectives

- Collaborate with other departments - Operations, Technical, Engineers and Accounts – as required.
- Integrate and assist the department you are deployed in.
- Carry out day to day duties assisting Account Managers.
- Attend client appointments alongside Account Managers.
- Help sales team to meet and exceed sales targets.
- Attend client sites alongside field engineers.
- Gain understanding of customer needs and requirements.
- Seek improvements in the business from work experience gained.
- Complete/undertake all necessary internal and external training sessions.
- Comply with all company policies and procedures.
- Be reliable and punctual.
- To uphold the image of the company at all times by conducting and presenting oneself in a professional and responsible manner.



Qualifications/ Experience

- Minimum A-Level educated (Degree level preferred).
- A minimum of 12 months experience in sales advantageous but not essential.
- Good communication skills and telephone manner.
- Good planning and organisation skills.
- Good computer skills, including Word, Excel and Outlook.
- Full UK Valid Driving licence.
- Must be eligible to work in the UK.

Note:

If you are shortlisted, you may be required to attend two interviews

Person Profile

- A well-motivated and hard-working individual with the drive and determination to succeed.
- Must be enthusiastic, understand and demonstrate the importance of customer satisfaction to the highest standard, and thrive when working under pressure.
- Must demonstrate integrity, honesty, dignity, professionalism and respect in all dealings with customers and colleagues.
- Can participate effectively in teamwork and use own initiative when required. Must be a team player.
- Must be able to manage own time and willing to take on responsibility.
- Must be a flexible individual who enjoys the challenges of meeting deadlines with the willingness to go the extra mile when necessary, to ensure the needs of the customer are met.
- Ideally located within 15 miles of our office, but this is open to discussion.

Further Details

- Profit share as part of EOT (Employee Ownership Trust).
- Performance Bonus - based on appraisal.
- Various Incentive Schemes – Each Person, Long Service, UK Healthcare.
- Holiday entitlement: 22 days per year plus bank holidays.
- Auto Enrolment Pension Scheme.
- Free parking.
- Provision of laptop and mobile for business use.
- Opportunity for career development within the company.
- Working hours - Monday to Friday, 8.30am – 5.30pm. However, this is subject to change during field-based training and needs of the business.
- Full training will be provided.
- Start date: Immediate.

APPLY HERE!

