

## **Job Description**

We are looking for experienced telesales operatives to join our Wrexham team reporting directly to our general manager.

The role is based on a 37.5-hour week (one-hour unpaid lunch) and operating hours between 8.30am and 5.00pm (Mon-Fri) and Saturday mornings when operationally required on a rota.

## **Responsibilities (not limited to)**

- Telephone communication with both potential and existing customers.
- Processing orders, recording and updating records and relevant data.
- Market Intelligence - gathering general sales information, while assessing market trends.
- Customer care in accordance with the company's policy.
- Liaising with the Team Manager to ensure maintenance of our Pricing Policy and Credit Control
- Assisting in any general marketing of the company's services including any organizational promotional activity.
- General Administration Duties.

## **Experience, skills and attributes**

- Strong communication skills with an excellent telephone manner
- Excellent customer service skills
- Be target driven, highly motivated and a proactive person
- High energy levels and ability to work on your own initiative and working to sales targets
- Good reporting and presentation skills
- Experience in telesales an advantage

## **SALARY**

The company is offering a basic salary package based upon your level of relevant experience plus the opportunity to increase your earnings considerably by hitting targets and becoming eligible for bonuses.

**Please forward your CV to [hadmin@nicholloils.com](mailto:hadmin@nicholloils.com)**