

SALES SUPPORT

UHS GROUP | INSPIRATIONAL HOSPITALITY AND COMMERCIAL FURNITURE

Job Summary

To support a dedicated Client Portfolio Manager to the best of your ability and assisting them to achieve or exceed their target. Although not responsible for selling direct to the client, as Sales Support you will play an important role in ensuring Client satisfaction through the accuracy and efficiency of your work. At UHS, you'll have clear opportunities to progress quickly within the organisation and achieve your Career goals!

Key Activities:

- Raising and amending quotations for the Client Portfolio Manager on time.
- Performing admin-related tasks as required by the Client Portfolio Manager, such as:
- Counting floorplans, confirming quantities and specification with the client as required.
- Raising orders and making sure all details are complete.
- Updating client information on the system.
- Communicating with other departments (Purchasing, Operations, Accounts, Marketing) and the Service Delivery Manager to ensure each sales order is completed successfully.
- Being available to work with other Sales Team members in raising quotations and performing admin-related tasks, in order to achieve the Team target.
- Join members of the Sales Team on client visits, this may include travel.

Expectations:

- Work with your Client Portfolio Manager in raising quotations and performing other admin-related tasks, allowing them time to focus on client relations.
- Be organised and produce accurate work on time to suit the expectations of the Client Portfolio Manager and client.
- Be available to work with other members of the Sales Team in raising quotations and performing admin-related tasks as required, however arranging this with your Client Portfolio Manager beforehand.
- Continuously analyse alternative and efficient new ways of completing your activities to a high standard.

Job Type / Category

UHS Group - A forerunner in the hospitality furnishing industry, continually inspiring, creating and finding ingenious and beautiful solutions for restaurants, bars and hotels. We have main bases in Oxfordshire and Rome, plus a global presence which puts us right on the pulse of results of years of honing the finest, most specific craftsmanship and design in furniture.

Required Education, Skills and Qualifications

Standards:

- It is your personal responsibility to work within UHS policies, procedures and processes at all times. For the purposes of clarity, this includes but is not limited to, items such as our employment policies, health and safety policies, equal opportunities, data protection, compliance and money laundering responsibilities.



- All employees will act in accordance with appropriate professional and legislative regulations and codes of practice.
- The firm expects all employees to maintain good standards of electronic and/or paper filing as required in their role.
- You will be expected to carry out all aspects of your role profile and any additional responsibilities as requested from time to time.

Benefits

- 20 days holiday, plus bank holidays
- Nice, modern offices with air conditioning
- Lunch provided every day
- Full canteen available
- Table tennis and table football
- Situated in Milton Park Business Estate
- Company events and training seminars
- Fun, caring and fast moving culture

Job Type: Full-time

Salary: £Competitive (+ Bonus)

Hours: 8am to 5pm (Negotiable on request)