

/ Perfect Welding / Solar Energy / Perfect Charging



**WE DON'T DREAM ABOUT THE FUTURE.
WE CREATE IT.**

Fronius are globally renowned for their high quality products and solutions and are continuously developing. As we are experiencing unprecedented growth, we are now seeking a customer orientated person to join our internal sales support team. Full product and process training will be given for the right candidate.

INTERNAL SALES SUPPORT

The successful candidate will already have good IT and communication skills. We're looking for someone who is customer orientated, hard-working and willing to go the extra mile and willing to undertake further training to better develop themselves and their knowledge of Fronius and the systems/processes we use.

Your duties will include, but not limited to:

- / Preparation of technically and commercially correct quotations for customers on behalf of our field sales team
- / Maintaining customer discounts and producing price lists
- / Maintenance of customers and prospects within our CRM system (Microsoft Dynamics)
- / General administration such as handling customer enquiries via telephone and email
- / Processing of customer sales orders including shipping and invoicing documents
- / Coordinating deliveries and stock taking
- / Maintaining stock levels and minimum reordering points
- / Building and maintaining relationships with existing customers
- / Telesales and support for up-selling to existing customers and in the acquisition of new customers
- / Providing cover for colleagues during annual leave/absence
- / Providing support at company trade fairs, exhibitions and events
- / Passing on feedback from the market and customers to the relevant personnel

The ideal candidate will have:

- / Relevant professional experience in sales and administration
- / A recognised vocational qualification in business/commerce would be an advantage
- / Welding technology knowledge would be an advantage although training will be provided
- / Sales / communication technology experience with good presentation skills
- / Good computer skills, such as MS Office and an understanding of CRM systems, are required
- / A knowledge of ERP and CRM systems, in particular BaaN and Microsoft Dynamics, would be an advantage although full training will be provided
- / A customer oriented attitude. Organised, motivated with a can-do attitude with a desire and willingness to undertake further training to develop their skills
- / Team worker with willingness to impart knowledge to others
- / Flexibility (working hours and tasks arranged to suit customer requirements)
- / Cost conscious
- / A knowledge of SharePoint would be an advantage but not essential
- / Excellent communication skills in English, verbal and written – German would be a plus but not essential

This role is full time, based at our head office in Kingston, Milton Keynes. To apply, please email your CV and covering letter to hruk@fronius.com or apply online at www.fronius.co.uk.