

*One of the largest privately owned waste management companies in the U.K. with interests in waste collection, treatment and disposal, mineral extraction and leisure, Grundon has a reputation for innovation which combines quality of service and technological progress with concern for the environment.*

## **Sales Support Assistant**

**Based at Head Office, Benson, Oxon**

We now have an opening for a Sales Support Assistant in the Technical Department.

The main duties of the role will consist of:

- Answering the phone and providing customer service solutions where possible.
- Identifying and forwarding appropriate quotation request forms.
- Ensuring that the sales quotation database is kept up to date, data is entered accurately and quotes passed to customers in a timely way.
- Providing basic quotations to customers.
- Devising and managing a database to ensure that all sales quotations are followed up.
- Actively assisting with all sales initiatives and developing and marketing Haz Box sales.

The ideal candidate will have a polite and helpful attitude and a willingness to work hard within a busy office environment. You will need to place a high importance on delivering excellent customer service and previous experience of delivering this over the phone is essential. You will need to be PC literate, numerate and a confident communicator. A HNC (or equivalent) in a chemistry-related subject is required. A full UK driving licence is also required as the successful candidate may be required to travel to customer sites.

**If you have the required skills and experience and would like to apply please do so by sending a CV, Covering Letter and attaching an Equality and Diversity Monitoring Form to Megan Hunt, HR Administrator, Thames House, Oxford Road, Benson, Wallingford, Oxon, OX10 6LX or emailing to [hr@grundon.com](mailto:hr@grundon.com)**

**GRUNDON WASTE MANAGEMENT LTD**

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*We are an equal opportunities employer*