

Internal Sales Admin / Estimator

Sheffield, South Yorkshire



We are currently looking for an Internal Sales Admin / Estimator to join our team on a permanent, full-time basis.

The Benefits

- Salary up to £25,000 per annum depending upon experience.
- Contributory pension scheme
- Westfield Health
- Employee assistance programme

This is a terrific opportunity for a driven individual with estimating, sales or administration experience gained from a technical environment to join our forward-thinking company.

We're committed to supporting employee development and encourage our staff to be the best they can be, which is why we provide excellent benefits.

The Role

As a Sales Estimator, you will produce accurate quotes to support our sales process and enable us to win more business.

The main elements of your role will be to ensure timely responses are provided and great service is delivered at every step of the pre-sales journey.

Developing strong knowledge of our products and processes, you will convert quotes into purchase orders, checking against internal processes and communicating any delays.

Providing first class customer service, you will respond to all customer enquiries professionally and within agreed timescales.

About You

To be considered, you will need:

- Experience of working in estimating, sales and/or administration within a technical environment
- An understanding of pricing and margins
- To be customer focused with excellent networking and communication skills
- Strong negotiating skills
- Good IT skills
- At a minimum, AS and/or A-Levels or equivalent

Please apply using the following link - [Internal Sales Admin / Estimator](#)

For enquires and more information, please contact samantha.marshall@abtech.co.uk

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