



## Internal Sales Executive

### About Us

Moss Electrical are one of the UK's largest independent electrical distributors with over 20,000+ product lines and £2.5 million stock holding. From our beginnings in 1992, Moss Electrical set out with the long-term vision to become a UK leader in the distribution of Electrical Supplies. We service many of the UK's leading Electrical Contractors from 3 national distribution facilities in Dartford, Manchester and Bridgend, each carrying their own comprehensive stock profile.

### About the Role

We are looking for a dynamic, driven and organised team player to join Moss Electrical in the Internal sales department to generate sales and identify potential opportunities for company growth. As an experienced internal sales executive, you will be responsible for achieving monthly sales targets and outstanding customer service.

This role will report directly to the Branch Manager and work closely with the external sales team.

### Main Duties

- Answering the phone
- Deliver outstanding customer service
- React in good time to email/phone quote requests
- Process quotations/ orders
- Project manage
- Promote and support marketing campaigns
- Build and maintain relationships with new and potential clients
- Maintain records of all sales leads and/or customer accounts (Via Smartsheet)

### Essential

- Previous sales experience
- Self-motivated with the ability to work as a team player
- Excellent communication skills, both written and verbal
- Relationship-building skills with the ability to liaise with stakeholders, both internal and external, at all levels
- The ability to manage shifting and sometimes conflicting priorities
- Creative-thinking and problem-solving skills
- Time management and project planning skills

- A keen interest in the electrical industry

**Salary:** TBC

**Benefits:**

- Pension
- 20 days holiday (increasing to 25) plus bank holidays

## Application

To apply, please send your CV (and an optional, short supporting statement) to [marketing@mosselectrical.co.uk](mailto:marketing@mosselectrical.co.uk) – no agencies, thank you.

**Please note that we will close the opportunity early should we find the right candidate.** Therefore, please do send your application through as soon as possible.