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Newcastle  
City Council



North Tyneside  
Council

**Employer: Waters & Gate**

**Vacancy: Sales Advisor**

**Hours: 15**

**Salary: £12.21 per hour – Meets Min National Wage**

**Working pattern: 9am to 5pm Mon to Fri flexible for the 15 hours**

**Number of vacancies: 1**

### **Job summary**

We are looking for a Sales Advisor to join our office in North Shields.

Our successful collection teamwork for a number of clients across the UK recovering business and consumer debts on their behalf. Our client base ranges from local SMEs to national and international companies.

The successful applicant will report into the Business Development Executive, key responsibilities include:

- Develop existing accounts and new business across the North East and the UK through excellent relationship building.
- You will be responsible for preparing and following up sales quotations to customers, prospects and leads.
- Understand client needs and proactively maximising all sales opportunities.

The ideal candidate would have the following skills;

- Strong communication skills
- Well organised
- Self-managing
- No previous experience required

In return Waters & Gate offers a fantastic opportunity for people who want to join a growing company with unlimited potential and as such as we are interested in highly motivated individuals with a “can do” attitude who can thrive on being given responsibility.

We **always** promote from within and we will be looking for future team leaders and managers as this team grows.

We are a growing company with unlimited potential. Our dynamic team are supportive and engaging with a great upbeat culture

- Ad hoc duties
- Invoicing

We are interested in highly motivated individuals with a “can do” attitude who can thrive on being given responsibility.

Reporting to the Sales and Legal Manager, this role would suit someone looking for a flexible and varied role and offers the right person the potential to grow with the business.

Full training and support is provided.

**Essential skills, experience and qualifications**

**What do we expect to see from you?**

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer.
- Ability to work well as part of a small team.
- Ability to demonstrate customer care and to be polite and courteous.
- Able to follow instructions and health and safety guidelines.
- Good communication skills.