

Industry Renewable Energy Semiconductor Manufacturing

Employment Type: Full-time

Job Description: Internal Sales Advisor

Established over 20 years ago, Sunsynk is an internationally recognised inverter and battery storage brand. Sunsynk is trademark protected in over 40 countries and is trusted globally.

Sunsynk's core product ranges include inverters and battery storage systems for clients that need off grid and on grid solutions.

Sunsynk's products are world leaders in power storage and power management. The Sunsynk range of solar products is the culmination of years of research and development, along with our Sunsynk Connect application we are supplying game changing technology that is taking the world by storm.

Our revolutionary products are making a difference and will continue to have influence in years to come. We will continue to develop with innovative technology that will help shape our future for a cleaner and more sustainable planet.

Internal Sales Advisor role:

Working as part of the Sales team in the UK, reporting to the National Sales Account Manager in the UK, you will help to maintain effective sales ordering processes and systems.

- The tasks will include but not limited to:
- To process invoices correctly and within agreed time limits
- Assist customers in identifying available stock.
- Process sales invoice to our customer base.
- Assist in maintaining our customer database.
- Support the sales team where applicable.
- Resolve supplier queries (internal and external)
- Complete supplier administration i.e. credit checks
- Assist with month end tasks.

About You:

- Strong administration skills with a proficient level of literacy and numeracy
- The ideal candidate will have experience of being in a similar role.
- A good understanding of sales processes and is confident with IT systems including excel.
- High levels of attention to details
- Team player with excellent communication and timekeeping skills

Benefits:

- Discretionary Annual Bonus
- Holiday Entitlement (Increases with service)
- Company Contribution Pension
- Free onsite parking

Location

- Widnes office

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CONTACT US

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