

Join Our Team as an Internal Sales Assistant at Kellaway Building Supplies – Lockleaze Branch!

About Us: At Kellaway Building Supplies, we strive to be the Merchant of Choice for our employees. We achieve this through a strong culture of safety, recognition, and rewarding dedication. As part of the ambitious Kellaway Group, we are committed to growth and offer numerous development opportunities at all levels.

What We Offer:

- > **Competitive Salary:** £31,000-33,500 + monthly performance bonus and overtime pay
- > **Generous Holidays:** 33 days (including bank holidays) with an additional buy and sell scheme
- > **Comprehensive Benefits:**
 - Contractual sick pay
 - Group pension scheme
 - Free life insurance
 - Cycle to work scheme
 - Provided uniform & PPE
 - Employee Assistance Programme with:
 - Unlimited 24/7 Remote GP appointments
 - Unlimited Mental Health Support
 - Bereavement Counselling
 - Physiotherapy consultations
 - Medical Second Opinion
 - Financial and Legal Support
 - Wellbeing Content and Assessments
 - 1-2-1 Lifestyle Coaching sessions
 - Savings and Discounts
- > **Career Growth:** Full training, coaching, and extensive opportunities for career development

Working Hours:

- > 45 hours per week, Monday to Friday (7:30am - 5:00pm)
- > Saturdays on a rota basis (8:00am - 12:00noon) with paid overtime
- > Some Bank Holidays with paid overtime and a day off in lieu
- > Stocktake weekends with paid overtime

Your Role:

- > Manage customer sales ledger
- > Engage with existing and prospective customers via phone and in-person
- > Process orders and handle customer payments efficiently
- > Provide excellent customer service and advice
- > Liaise with suppliers and manage stock within company timelines

What We're Looking For:

- > Strong customer service skills
- > Sales and negotiation experience
- > Excellent telephone manner
- > Experience in building materials or a related industry
- > Good administrative and communication skills

Why Join Us? At Kellaway Building Supplies, we believe in nurturing our employees and providing them with the tools they need to succeed. If you're looking for a dynamic and supportive work environment with plenty of opportunities for growth, we would love to hear from you!

Apply today and become a valued member of our team!

