



Commercial Assistant

We have an exciting opportunity for a Commercial Assistant to join our busy commercial department. Working closely with the sales and marketing team we are looking for someone who is eager to develop their commercial awareness and add value with new initiatives and ways to improve efficiencies and profitability. The ideal candidate will possess strong communication skills be highly organized with a high level of attention to detail and must be able to work independently and as part of a team.

Main Duties:

- Assist in the preparation of cost estimates, quotations and tenders for customer requirements.
- Analysis of job cost comparisons against estimates given.
- Provide an internal sales desk function in order to receive customer enquiries, record the same and respond in the appropriate timescales.
- Answer client's technical and commercial queries where necessary or redirect them to the appropriate personnel.
- Assist clients in progressing orders through the business to the point of delivery, and act as a point of contact for post-delivery queries.
- Visit clients from time to time or to receive visitors to the company.
- The post holder will be expected to work as part of the sales and commercial team and deputise for other roles within that team from time to time.

Experience/Skills

- Commercial awareness
- Good communication skills
- Strong interpersonal skills, with a collaborative approach and ability to build relationships across the business at all levels
- Strong IT skills with a good understanding of Microsoft office programs including excel and word

Expected Qualifications:

- NVQ Level 3 or equivalent

Benefits

- Company Pension Scheme
- Life Assurance plan of 3 x your annual salary
- Subsidised Healthcare provision from Westfield Health
- Benefit hub offering discounts across many well-known online and high street retailers
- Training to help your career development

- On-site Parking
- Subsidised Canteen

Hours

Full Time Permanent

Mon to Thurs: 08.20 to 17.00

Fri: 08.20 to 15.00

Salary

Competitive salary (negotiable dependent on knowledge and experience)

If you are interested in applying for this position, please send your CV and covering letter to sam.beresford@collis.uk

We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.