

Careers at Filoform

For over 60 years, we have developed expertise in manufacturing and supplying quality products and solutions to connect, seal and protect the underground cable networks of our international and domestic customers. Filoform is part of the €27 billion CRH Group and operates from multiple sites across the UK, Germany and the Netherlands, exporting to over 30 countries worldwide. Due to the continued growth of our business we currently have a vacancy for a:

Junior Sales Support & Telesales

The Role

Reporting to the site Commercial Manager, the successful candidate will be based at our Reading site and will be responsible for:

- Assist with updating & maintaining CRM
- Support with external sales team
- Assist with the planning and attending exhibitions
- Monitoring customer accounts & keep price lists up to date
- Maintain Quotient contacts & information
- Manage a small number of accounts
- Answer telephone calls
- Prepare quotations
- Follow up on quotes
- Taking notes in meetings

The Applicant

Applicants must have experience in a Administrative role. Candidates should possess the following skills and competencies:

- Good customer care skills
- Good written and verbal English
- Accuracy and attention to detail
- Good organisation skills
- Good computer and keyboard skills
- An ability to work under pressure and to deadlines
- An ability to work independently and as a team
- Good administrative skills
- Quick to learn
- Proactive

How to apply

Filoform is a progressive business with a focus on attracting and developing the best talent. Excellent career development opportunities exist within the business and the wider CRH Group. If you would like to be considered for this post, please forward a covering letter and C.V. by email to recruitment@cubis-systems.com. All applications must be received by Wednesday 24th of November 2021