



The Beaudesert Trust

Providing adventure for young people & conserving Beaudesert Park

Sales Advisor

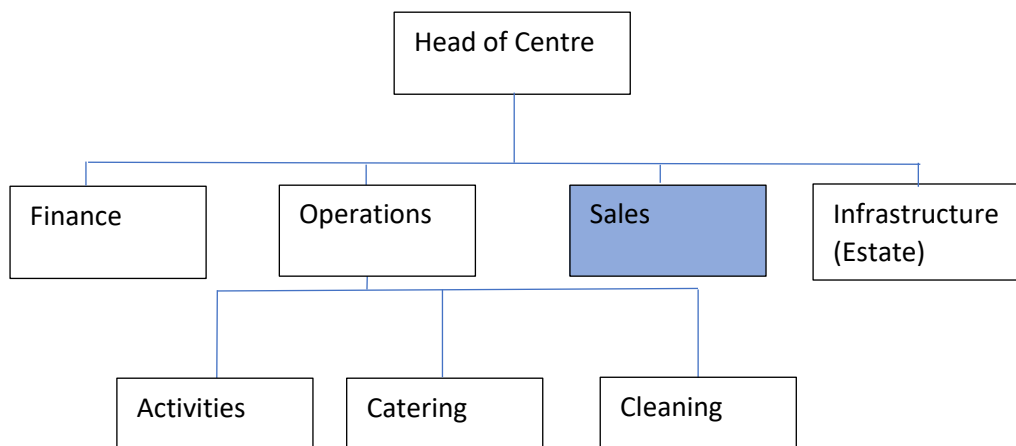
Person specification

The role

We are looking for an enthusiastic individual who will assist in the sales team. You will take bookings by phone, email and face to face. You will also make proactive sales calls and contribute in generating new business. You will be thorough and have an eye for detail. You will also help serve our customers in our small shop next to reception.

Overview

This job is about ensuring that our visitors all have a great experience at Beaudesert Outdoor Activity Centre. With an absolute focus on improving our sales numbers you will be confident in calling customers to talk about our products.



Role description

Responsible to: Sales Manager

Base location: Beaudesert Outdoor Activity Centre, Cannock Wood, WS15 4JJ

Term: Permanent

Salary: Negotiable – 30 hours per week

Working days: Fridays 12-30pm till 8pm, Saturday 8-30am till 5pm, Sunday 9am till 5pm and Monday 9am till 5pm.

Line management responsibility: None

Key tasks

- Take Bookings via email, phone and face to face.
- Create programmes to suit customers' needs
- Make proactive sales calls to customers to generate new sales
- Serve in the shop

Who we are looking for

This role is to assist with the sales in our busy reception. You will be confident, but also very thorough and accurate. A key part of your role will be to improve the income by making phone calls to new customers and generating new sales. We are a progressive centre and you will always be keen to improve everything we do.

Maintaining relationships with a wide range of stakeholders who are all involved in operating the centre will be key to success.

Experience

- Some administrative experience
- Some sales experience

Values and personal qualities

- Confident to make phone calls to customers
- An eye for detail, accurate and thorough.
- Reliable and honest

The benefits

Salary: negotiable – 30 hours per week

Generous holiday entitlement: 27 days per year (includes bank holidays).

Food and drink: Lunch is provided to all staff at the centre when they are working and free beverages are available.

Looking after your future: Generous pension scheme. We are committed to providing our staff with a generous pension scheme. For all employees, the Trust has a pension plan with Nest.

Getting to and from work: Car parking is free. We also participate in the cycle to work scheme.

Uniform: a comprehensive uniform package is available free of charge.

Accommodation: Accommodation may be available as part of the package depending on your needs. From a comfortable but basic room up to a detached 3-bedroom house. These are negotiable as part of your salary package.

A generous commitment to continuing professional development.

How to apply

Please submit an application form and a cover letter to apply for the role. Please visit our website for more information about the centre.

<http://www.beadesert.org/about-us/join-us>. If you're unable to use email, please post your application to: Head of Centre, The Beadesert Trust, Beadesert Outdoor activity Centre, Cannock Wood, Staffordshire, WS15 4JJ

If you would like an informal chat about the role to find out more, please call 01543 682278 or email nigel@beadesert.org.uk

We reserve the right to interview and appoint as and when we find the right candidate.

