



Position: Sales/Warehouse Assistant

Reporting to: Branch Manager

Location: Unit 1-3 Wallingstown Business Park, Little Island, Cork

A vacancy exists in Longs Cork for an experienced Sales/Warehouse Assistant

The main objective of this role is to ensure the smooth and efficient operation of the sales support function and support for the warehouse

Responsibilities but not limited to:

- Generating estimates and quotations
- Telephone sales
- Dealing with customers at trade counter
- Accurately maintaining customer records
- Preparing order forms
- Pricing and follow up of tender documents
- Project tracking across customer base
- Generating purchase orders and agreeing prices with suppliers
- Interpreting architectural drawings and requesting technical information
- Dealing with new and existing customer queries
- Communicating with the team at all times, ensuring any issues are resolved efficiently and effectively
- Filing and general administration

Requirements:

- Over 2 years experience in technical sales support role within the construction industry with appreciation of basic construction principles
- Experience in warehouse operations
- Excellent IT skills including Word/Excel/Powerpoint
- Excellent communication skills/good telephone manner
- Previous experience of reading architectural drawings
- Highly motivated and a strong team player

If you are interested in applying please forward an up to date Curriculum Vitae to Human Resources Department, SIG Ireland, Unit 42 O'Casey Avenue, Parkwest Industrial Park, Nangor Road, Dublin 12 or by email to hr@sig.ie by Friday 23rd July 2010