

## Sales Estimator (Aluminium Department)

Window Warehouse are based in Farlington, Portsmouth. We are a busy and popular UPVC and Aluminium window and door manufacturer.

As our business is expanding, we are seeking to recruit an estimator/salesperson within our aluminium sales team.

This is an exciting opportunity for someone looking to progress in a local company. Initial responsibilities will include:

- Carrying out general administrative duties.
- Greeting and serving trade customers where necessary.
- Ensuring brochures are replenished and distributed when required.
- Providing quotations using our system to trade and homeowners

The right candidate will then be trained to undertake an Estimator Role which will include:

- Processing quotations into Windows Designer
- Preparing quotations and providing customer service for trade customers
- Ensuring all work is completed in a timely manner

To be considered for the role **you must** have:

- Good computer skills
- Excellent verbal and written communication skills
- Ability to work both independently and within a team environment

### Person Specification

The ideal candidate will be highly efficient and organised, with an eye for detail and excellent communication skills. Strong data entry skills, excellent IT skills and the ability to manage a pressurised workload will also be essential requirements for this role.

Job Type: Permanent

Salary based on experience.

28 days holiday a year, including Bank Holidays.

Job Types: Full-time, Permanent

Schedule:

- Monday to Friday
- No weekends

Supplemental pay types:

- Commission pay

Work Location: In person