



[www.podium4sport.com](http://www.podium4sport.com)

## **The Company**

Podium 4 Sport, Ireland's leading supplier of fitness equipment, accessories and ancillary products and services are now seeking an internal sales support and admin professional to join their expanding team. The ideal candidate must have at least two years' experience in a similar role, be driven and thrive within the internal sales environment.

**Position: Internal Sales Executive**

## **Responsibilities:**

- You will work closely with and support the Senior Key Account Manager in all aspects of the service provision
- Interact with clients, colleagues and suppliers in relation to product and specification requirements
- Develop sales and sales opportunities using telesales techniques
- Prepare sales proposals and follow sales planning activities
- Develop, update and maintain databases
- Process incoming sales orders, quotation requests and enquiries in a timely manner
- Maintain orderly records of all quotations and orders received via phone or email
- Maintain orderly work space
- Must have the ability to sell our product range to potential customers

## **Requirements:**

- Fluent English both verbal and written
- At least 2 years telesales and service industry experience
- Very strong attention to detail
- Good knowledge of MS Word and Excel
- Understand how to qualify a prospect
- Consistently deliver a high level of service, attaining customer confidence, satisfaction and loyalty
- Be willing to be trained and follow instructions
- Have a good work ethic and deliver results without supervision
- Fitness industry knowledge is a distinct advantage

If you feel like you meet the above criteria, please apply with a cover letter and CV outlining your experience and why you are suited for the role to [dflynn@podium4sport.com](mailto:dflynn@podium4sport.com)

Competitive salary based on experience.