



> POSITION: SALES & PRICING ADVISOR

An exciting opportunity has arisen for a talented and proactive individual to join SYR. Assisting the Customer Service Team Leader, the Sales & Pricing Advisor will be involved in identifying sales opportunities and building relationships between Sales Managers and customers. The role will mainly involve the maintenance of pricing records in line with the standard and requirements of the business, as well as assisting with the completion of pricing data for potential and current SYR customers.

The ideal applicant will be a self-starter with high standards, capable of acting and working under one's own initiative. Excellent Microsoft Excel and spreadsheet knowledge is a must for this role, along with strong organisational skills. If you're detail-oriented and enjoy dealing with numbers, but also a people person with great communication skills, this could be the role for you!

Key Responsibilities:

System and Customer Data Management

- Accurately maintain all customer pricing and related data in a timely manner.
- Ensure all Sales Managers' queries are responded to to a high standard and within agreed standards of turnaround and quality.
- Occasional preparation of statistical information as required, assisting with business management and planning.

Pricing

- Preparation of prices for a variety of customers and tenders, seeking approval from management prior to submission.
- Maintenance and updating of customer records and price files.
- Assisting the Sales Managers with renewal and offering of special prices.
- Supporting the Sales Managers and Customer Service team with customers' requirements, including providing brochures and current price lists.
- Raising NPP codes for new products and ensuring smooth transition to completion.
- Other associated tasks and duties as directed by Management, assisting the customer services team as and when required.

Essential skills:

- **Superb Microsoft Excel and spreadsheet capabilities.**
- Good general standard of education with high levels of numeracy and literacy.
- Some demonstrable customer service or customer account management experience.
- Good communication skills (both written and verbal) at all levels, as well as excellent inter-personal/ telephone skills.
- Strong organisational skills, with an eye for detail and the ability to manage multiple and changing priorities.

Hours:

37.5 hours per week, Monday to Friday

Benefits:

- Free Perkbox membership – access to range of discounts including money off supermarket shops and gym memberships.
- Employee Assistance Programme