



Toughsheet Building Products

Job Vacancy – Sales Representative

About Toughsheet Building Products

Toughsheet Building Products are a family run business with approximately 80 employees. The company have been recycling plastic since 1968 to manufacture building materials for sale to builders' merchants and building suppliers throughout the UK. These include but are not limited to damp proof membrane and damp proof course.

Working Location:

- Chequerbent Works, Manchester Road, Bolton, BL5 3JF (full time office bound).
- No weekend work required.

Salary: £31,000 basic salary rising to £34,000 post probation per year, plus monthly bonuses (subject to meeting sales targets).

Job description:

We are on the hunt for a confident, self-driven and organised individual to join our small office team based in Westhoughton, Bolton. Experience within a sales or customer service environment is preferred but not essential for the right candidate.

The main purpose of the role will be to assist in the busy sales department, answering telephone enquiries and responding to emails, processing orders and ensuring the prompt delivery of goods.

We are looking for a confident and polite individual with excellent communication skills and a good telephone manner who has a passion for sales and a hunger to exceed sales targets.

The role will also involve some admin tasks, inclusive of but not limited to completing spreadsheets, filing, ordering goods and general office duties. Knowledge of Microsoft packages including Word and Excel. Experience with SAGE software is an advantage.

Candidate to be educated to a good standard with strong mathematical skills and excellent verbal and written communication skills.

A good timekeeper, who is organised and efficient with the ability to multi-task and work well individually as well as within a small team is essential. A quick learner with a thirst for knowledge. Our specific industry requires knowledge about our products, systems and



manufacturing processes, and the accreditations we have in order to confidently sell our products

Outbound calls to be made to our existing large customer base to ask about requirements and upsell products.

Good negotiation skills. You will be required to negotiate to acquire the best price for products and upsell/ increase orders.

The ability to effectively deal with any complaints should they arise and see them through to a satisfactory conclusion for both the customer and the company and keep accurate records of such.

Attend industry trade shows and other events if so required.

Make a great first impression with our customers by demonstrating strong knowledge in key areas such as product, competitors, industry, and more (We have employees with many years of experience here and you will be fully trained to do so).

We are a small team in the office and expect that any new employee is willing to learn the roles of other team members in order help cover when they are absent or when needed etc.

A good sense of humour. Essential in this office!

What we are offering;

- £31,000 basic salary rising to £34,000 post probation
- Bonus payable monthly on achieved sales targets effective from day one of joining the business
- Working hours Monday-Friday 8:30am – 5pm (No weekend work)
- 28 days annual leave including Bank holidays
- A fun environment to work in. We regularly have team days/evenings out. We believe in the ethos of Work Hard, Play Hard!

Benefits:

- Monthly bonus scheme
- Pension scheme
- On-site parking

Please send a copy of your CV and covering letter outlining your suitability for the role to hr@toughsheet.co.uk