

INTERNAL SALES EXECUTIVE

Location: Basingstoke, On-site

Job Type: Full-Time (37.5 hours per week)

£30k - £32k depending on experience

About the Role:

We are seeking an organised and customer-focused Internal Sales Executive to join our team based near Basingstoke. This role plays a key part in supporting sales growth, customer satisfaction and the effective management of the end-to-end sales process.

You will be responsible for managing customer enquiries, preparing quotations, maintaining CRM data and supporting marketing activities, helping them achieve business growth objectives.

Key Responsibilities:

- Support the sales team with customer quotations and contracts
- Prepare, price and issue customer quotations and price lists
- Manage and maintain CRM data accurately and effectively
- Support timely release of customer quotations to meet sales targets
- Handle customer sales enquiries by phone and email in a professional manner
- Manage customer communications, emails and follow-ups effectively
- Support customer satisfaction through effective call handling and communication
- Liaise with internal and group functions on sales and marketing topics
- Assist with marketing activities including email campaigns and social media posts
- Support annual marketing planning

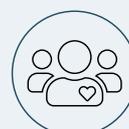
What We're Looking For:

- Previous experience in an internal sales, sales support or customer-facing commercial role
- Strong organisational skills with the ability to manage multiple priorities
- Excellent communication skills, both written and verbal
- Experience using CRM systems and managing sales data
- Commercial awareness with a customer-focused mindset
- Confidence handling customer enquiries by phone and email
- Proficient in Microsoft Office applications
- Experience supporting marketing activities is desirable

Benefits:

- Free onsite parking
- 37.5-hour working week
- Pension scheme, life insurance and income protection (subject to successful probation)
- 22 days holiday + 3 additional days at Christmas + bank holidays

Your benefits



Teamspirit & Cohesion



Flexible solutions for organising working hours



Security & sustainable growth



Health & Leisure



Onboarding & further development

Your benefits

What we do

Join our dynamic and innovative team at Testo Industrial Services, a leading service company for quality assurance and experts in the areas of calibration and test equipment management. Part of the Testo Industrial Services Group, we have more than 60 years of experience in measurement technology and we are dedicated to delivering first class services to our customers. We are now looking for a skilled Electrical Calibration Engineer to join our team.

Apply now if you are an organised and proactive Internal Sales Executive looking to develop your career within a growing technical organisation.

Testo Industrial Services Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



Your contact:

Paul Jordan
Managing Director

Apply now