

Wadenhoe House is a gorgeous Jacobean Manor house offering dedicated conference facilities during the week and an exclusive wedding venue at weekends.

We are looking for a telesales executive to join our successful and passionate sales team.

Working from a large data base you will be responsible for calling your group of customers as well as looking for new business. Ideally you will have worked in a sales environment before with a passion to succeed and a thirst for hitting targets.

Trustworthy, reliable and can work on your own initiative as well as part of a team, you will be responsible for providing an efficient and friendly telephone service and dealing with incoming calls.

- Complete your task list daily.
- Work towards your personal weekly target and team targets.
- Up sell all conferences where possible.
- Building and develop on customer relationships
- Ensuring comprehensible notes are made after all calls and all systems are adhered too.
- Taking and processing of all customer queries.
- Handling customer queries and complaints
- Customer service both via telephone and in person.
- Meeting and greeting customers for sales show rounds.
- Have an eye for detail
- Provide accurate detailed information for weekly conference meetings
- Prompt reply to all incoming emails

A high level of spoken and written English is essential as is computer literacy and the desire to learn new skills. Working 9am-5pm Monday to Friday, a uniform is available however smart office attire is essential.

Please forward a C.V. to Claire-Louise Day, Sales Manager, Wadenhoe House, Wadenhoe, Nr Oundle PE8 5SR or call 01832 720777 for more information

Closing date for all applications will be Friday 28th May 2010