

Sales and Office Manager

Full time | Competitive salary (DOE)

Stone Surface Ltd specialises in granite, quartz and marble materials for bespoke stone products including kitchen worktops, bathroom surfaces, internal & external claddings and other customised stone work. Based in a large industrial park in Barking, East London/ Essex, we have an onsite fabrication factory, storage warehouse, operations unit and showroom. We are a busy and successful family run business established since 1995 and has built a highly regarded reputation in the industry.

We are currently looking to recruit a sales and office manager with 2 - 5 years of experience working within the stone industry (granite, quartz & marble) along with any relevant qualifications. The successful recruit will be highly self motivated and ambitious looking for a new career challenge. The candidate is required to have excellent stone product knowledge and experience of working with domestic applications or larger construction industries. Experience of sales within tiles or kitchens could also be beneficial. This position will be based at our Barking location with excellent commuter links (tube/ train, local buses and motorway). There maybe occasional offsite customer visits required.

The ideal candidate will be fully computer literate and demonstrate a high level of accurate numeracy. The ability to consult on job specification, stone material requirements to provide work estimation and close sales will be a main focus of this role. Excellent communication skills including exceptional written and verbal English, outstanding interpersonal proficiency and professionalism is required as we base our business values on customer service. We work to tight time frames, where the work load is constantly evolving. Therefore the right candidate will need to have excellent planning and organisational skills to keep on top of work loads.

Duties and responsibilities will include:

- Managing a small team of workshop fabricators, finisher and fitters
- Liaising with customer base (contractors, architects and individual clients) to consult on job specifications and decipher drawn plans for particular work
- Proactive engagement to identify new business opportunities
- Managing contracted and subcontracted jobs to ensure the work is completed efficiently to a high standard with minimal error
- Prepare quotations and tender proposals dependent on job specifications
- Managing multiple projects simultaneously
- Managing materials orders from suppliers and from warehouse inventory
- Ensuring effective day to day running of the office, including responding to emails Corresponding to customer and supplier enquiries
- Scheduling work
- Arranging sales and marketing material
- To advice and guide customers on stone materials selection, design options and technical information
- Advising the process for templating fitting and after care
- Providing technical advice and problem solving
- Some Saturday work maybe required

This is an exciting and challenging opportunity with career prospects for the right applicant who would be a key member of our team.

To apply for this position, please send a full CV via email to:

info@stonesurfaceltd.com