



Chilton Waste Services

Job Description - Sales Assistant

Hours of work:	8.30am – 5pm Monday to Friday (30 minute lunch break) Alternate Saturday morning overtime 7am-1pm
Holiday:	20 days plus Bank Holidays
Salary:	£17,000 per annum, monthly by BACS. Overtime paid at time and a half.
Type of contract:	Permanent Full time with 3 month probationary period.
Duties will include	<p>Handling calls and enquires from a variety of sources, answering customer queries.</p> <p>Inputting orders onto specialised waste management software.</p> <p>Liaising with drivers and customers with regards to specific instructions or problems with deliveries, collections or bin exchanges.</p> <p>Amending and updating information as required.</p> <p>Organising skip licence permits with the relevant county council and updating the relevant information on software.</p> <p>Assisting Sales Manager.</p> <p>Increase Sales prospects.</p> <p>Be prepared to compile spreadsheets/ reports in Word/ Excel.</p> <p>Making radio contact with yard staff and drivers as required.</p> <p>Full Company uniform and appropriate protective clothing provided.</p>

Chilton Waste Services specialises in waste collection, disposal, recycling and container hire in the Oxfordshire and Berkshire area. We are continually expanding the business, looking for development and growth opportunities. You will be joining a team of 30 employees which includes drivers, yard staff, administration and management.

