



ZeCare Limited are actively seeking to recruit for the following vacancy:-

POSITION: TELESales REPRESENTATIVE

REPORTING TO: TELESales MANAGER

KEY RESPONSIBILITIES

- Taking and processing orders by phone, fax, email and online
- Generate new business opportunities
- Maintain a customer base whilst working to monthly targets
- Increase sales to existing customers
- Build up strong relationships with customers, reigniting relationships with lapsed accounts
- Work in a team and report any product/market information
- Deal with any returns or customer issues in a polite and friendly manner

KEY SKILLS REQUIRED:

- Previous experience working in a proactive Telesales role is a must, ideally in the pharmaceutical or associated business field
- Able to present and communicate effectively with a strong focus on excellent customer service and relationship building
- Strong interpersonal skills, able to organise, administer, plan and prioritise effectively
- Good knowledge and experience of Microsoft Office, Word and Excel
- Must be reliable with excellent timekeeping
- Able to work under pressure to meet targets
- Flexibility is essential depending upon the workload. You may be required to undertake other duties from time to time as we may reasonably require and as requested by management and work additional hours as may be necessary for the proper performance of your duties.

If you fit the above criteria and believe you would be an asset to our Company, please send full CV to recruitment@zecare.co.uk