



## **Junior Sales Executive**

### **TE Laboratories Ltd (TelLab)**

TelLab is a chemistry company based in Tullow Co Carlow. It is a multi-divisional company and is active in Irish/UK and European marketplace. Operations are conducted from a new purpose built laboratory complex which includes an environmental, R&D and an oil and fuel testing laboratories. Production facilities/ laboratories also exist for the manufacturing of chemical reagents and standards.

#### **Specialties:**

Environmental analysis, Lubricating and transformer Oil analysis, Fuel analysis, Marker Dye Production, Custom Laboratory analysis, Laboratory Chemicals and Reagents, Environmental Research and Development, FP7, H2020 and other International Collaborative projects.

#### **Overview**

The successful candidate will be responsible for assisting the Sales team develop and grow sales, the role is office based mainly working on the telephone and by email. The successful candidate will have keen business acumen, comfortable in selling to technical buyers (B2B) and be customer focussed /target driven.

#### **Responsibilities:**

- Updating of Salesforce CRM, Preparing Quotations and Tenders.
- Account and Sales pipeline Management – Development of existing accounts and prospecting for new accounts.
- We are actively developing new products and the successful candidate will be involved with the sales of those products.
- Dealing with our Export Sales, maintaining existing accounts and developing new business opportunities.
- Liaising with the Production and Warehouse departments in relation to sales orders to ensure Sales Orders are meeting customers' expectations.
- Trouble shooting any problems and queries either internally between Production, Warehouse and Sales office or externally with Customers.
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#### **Essential skills:**

- Highly organized with the ability to research and seek out new business opportunities.
- Strong initiative, problem solver, attention to detail and good time management.
- Excellent communications skills (written and oral) and presentation skills.

- Degree in a Science or Engineering background would be an advantage.
- 1-2 years' experience in B2B Sales or Internal Sales.