



THE ROLE

To support the International Development Manager as PALLITE® rapidly expands overseas activities.

MAIN DUTIES & RESPONSIBILITIES

- Qualify overseas enquiries by gathering basic information before leading or passing to the International Development Manager or Innovation Director as appropriate.
- Act as a focal point of contact for overseas Distributors by maintaining regular communication, minuting meetings, capturing actions, and coordinating internal activity.
- Manage internal relationships and processes to ensure international enquiries, orders, and logistics are progressed in a timely and accurate manner.
- Make initial contact with potential overseas Distributors and prospects via telephone and email.
- Prepare written proposals and quotations in English and other languages.
- Translate various documents and materials from English to French & German as required.
- Manage relationships with freight forwarders, shipping agents and hauliers to ensure we receive first class service and comply with all export requirements.
- Manage travel arrangements for self and International Development Manager.
- Assist in the organisation of overseas trade exhibitions and attend as required.
- Carry out research on subjects relevant to international operations and markets.
- Provide cover for Sales Support Executive.

EXPERIENCE & QUALIFICATIONS

- Minimum 2 years' experience in an international customer facing role.
- Educated to degree level in a Business and/or Modern Languages related discipline.

MAIN SKILLS & CHARACTERISTICS

- Fluent in French and German – written and conversational
- Customer focused.
- Numerate with good attention to detail.
- Able to plan and organise own workload to achieve deadlines & targets, whilst working on multiple projects
- Adaptable so able to learn quickly and take on new responsibilities.
- Proficient at researching and collating relevant information on a diverse range of topics.
- Excellent interpersonal skills with a strong customer focus.
- Competent in the use of MS Office, Outlook, Intermediate Excel, Word, and PowerPoint
- Experience of CRM systems preferable but can be developed in role.

ADDITIONAL INFORMATION

- Sound commercial acumen
- Excellent team player with “can do” attitude and strong work ethic.
- The needs of the business may require work outside of the normal working hours from time-to-time, particularly when communicating with overseas clients.
- Flexible with frequent travel to our site in Wellingborough; some European travel will be required.

If you would like to find out more, please send a CV and covering letter to careers@pallite.co.uk

POSITION:

International Sales Executive

JOB CATEGORY:

Sales

HOURS:

8:45am – 4:45pm
Monday to Friday

LOCATION:

Flexible

POSITION TYPE:

Full time, permanent

TRAVEL REQUIRED:

Probable, Europe

REPORTING TO:

International Development Manager

SALARY:

£27,000 - £30,000 pa

HOLIDAYS:

25 days plus statutory public holidays

PALLITE
THE ALTERNATIVE