



BREWHOUSES · PROCESS TANKS · STORAGE TANKS
SSV LIMITED
STAINLESS STEEL VESSELS LIMITED
TRADE EST. 2014 MARK

JOB DESCRIPTION

Job Title:	Office and Sales Assistant
Responsible to:	Sales Manager
Remuneration:	Starting at Living wage with frequent review
Position opening date:	Immediately
Location:	Central Leeds - LS3

About SSV Limited

Stainless Steel Vessels Limited (SSV Limited) design and supply Brewhouses, process vessels, and pipework to the beverage industry. We also offer a wide range of products including pumps, valves, and fittings all available on our newly launched webshop.

With over 2000 tanks and 25 Brewhouses installed since 2014, we provide unrivalled value and customer service to meet the needs of all drinks manufacturing related businesses. We are uniquely positioned to be able to provide equipment from 10HL all the way up to 20,000HL to all sectors of the market from brewing, pharmaceutical, dairy and distilling.

The business is currently expanding through a mixture of market position and strategic acquisitions. As such we're looking to expand our teams through employing enthusiastic, versatile office and administrative assistants to aid our growing sales team. For the right candidate we will provide all of the training required to move through the company and enable you to start carving out a career path to suit your skills and ambitions. We are a fast paced, growing company so the opportunities for personal development and progression are endless.



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ROLE AND RESPONSIBILITIES

DUTIES MAIN

- On hand to answer questions, solve problems and keep the office running smoothly.
- Discussing customer requirements and assisting with all aspects of the sales process from quote generation to customer meetings and order processing.
- All aspects of general office administration work from general housekeeping to post distribution, and admin work.
- At times national travel
- Assisting with generating sales handover documentation in preparation for a sale to be handed to the project management teams.
- Attending industry events (beer festivals, industry dinners, and exhibitions) representing the company and building relationships with customers.
- Answering the phone and ensuring all calls are routed to the right person/department.
- Working in a lively and at times challenging environment so you'll take multitasking in your stride and will enjoy balancing admin tasks, events, service and sales - there's never a dull moment!

WORK EXPERIENCE & SKILLS

- The customer experience is at the forefront of everything we do, so you'll be passionate about delivering excellent customer service.
- Ideally you'll have experience in customer service and sales but for the right candidate full training can be provided.
- You'll be friendly and approachable, happy to assist customers, and colleagues wherever you can.
- Most of all, you'll be someone who can respect, encourage and connect with the people you work with and our customers.
- Our main area of business is within the craft beer sector of the brewing industry so an interest and understanding would be beneficial.
- Confident working with computers, including an extensive knowledge of the Google suite of products, or a willingness to complete training in order to achieve such knowledge.
- Punctual and reliable.
- Excellent interpersonal skills.
- An ability to prioritise and multitask.
- Have an understanding of the deadlines facing not only yourself, but the team as a whole; maintain flexibility in order to meet deadlines when required
- A motivation to develop a passion for the company, its mission, and the team.
- A team player with enthusiasm, optimism and a cheery disposition.



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QUALIFICATIONS & TRAINING

- The ideal candidate will have experience of working in a customer facing role
- Full UK driving licence
- Any previous sales experience would be advantageous
- Any experience or previous roles in or around food and drink manufacturing would be advantageous but not essential
- The right to work and reside in the UK

OTHER CONSIDERATIONS

- 37.5 hours per week. Hours will be Monday - Friday, working between the hours of 8:30am - 17:00pm.
- The successful applicant will receive 23 days holiday in addition to statutory holidays.

REMUNERATION

We recognise that your hard work shouldn't come without its perks, so here's a little list of some of the things you can expect to get from us:

- Great Pay! We are Living Wage Employers and proud of it. Plus as you develop within the company so will your paycheck!
- Take time to relax with 23 days' holiday plus bank holidays
- Entry into the annual profit pinned company bonus scheme to reward you for all your hard work
- Company Macbook
- Company iPhone
- The opportunity to attend (and occasionally help organise) National, and international events related to the brewing industry.
- Opportunities for further training and qualifications as you progress in your role.
- And most importantly, you'll be working within a fun, passionate, and vibrant team.

Please send a cover letter and a copy of your C.V. to jobs@ssvlimited.co.uk with the subject - Sales assistant - Application

SSV Limited is an equal opportunities employer and we welcome people of all ages, ethnicities, gender identities, disabilities, religions and sexual orientations. Your application will be dealt with in the strictest of confidence.

***COVID 19 Note:**

Inlight of the current situation regarding COVID 19 and inline with government advice most office based staff are working from home where possible. It is likely we will therefore request that first round interviews are conducted via video conferencing and then we may request a face-to-face interview in the following round. It is expected the successful candidate will need to complete at least 4 weeks work based from the office to allow for training and onboarding. However, full government guidance and a safe working environment will be adhered to.