

Sales Support Executive

Turning Quotes into Projects | High Performance | Customer Excellence

Are You Driven by Results?

Do you thrive in a fast-paced sales environment where urgency, ownership and follow-through matter?

Are you the type of person who can't leave a quotation sitting idle — because you're already on the phone turning it into a confirmed job?

We are looking for an experienced, self-motivated Sales Support Executive to work directly alongside our Sales Manager and customers to coordinate projects, drive momentum, and convert opportunities into successful installations.

This is not an entry-level admin role.

This is for a hungry, organised, proactive sales professional who takes responsibility and delivers.

About Us

Our mission is:

“To enrich the lives of our customers through a passion for their homes by providing the highest level of excellence throughout their journey — maintaining professionalism, integrity, honesty and fairness in every relationship.”

Our vision is:

“To build a legacy of excellence... to deliver successful projects through high performing employees.”

We aim to:

- Put the customer first in every circumstance
- Develop high performing people who deliver successful projects
- Go the extra mile and take ownership of every task

If those standards excite you rather than intimidate you — read on.

The Role

You will be the engine room between Sales and Delivery.

Working closely with the Sales Manager, you will:

- Proactively follow up quotations to secure confirmed jobs
- Drive pipeline momentum and reduce sales cycle time
- Coordinate project information between customers and internal teams
- Maintain strong, professional communication at every stage
- Anticipate issues before they arise
- Ensure customers feel informed, valued and confident
- Take ownership of every opportunity from quote to confirmed project
- Support the sales function in hitting and exceeding targets

You will not wait to be told what to do.
You will identify what needs to happen — and make it happen.

Who This Role Is Perfect For

This role suits someone with:

- A strong results orientation
- Natural urgency and competitiveness
- Confidence communicating with customers
- High personal standards
- The drive to win business
- The resilience to handle objections
- The discipline to stay organised under pressure
- A “no loose ends” mind-set

You are likely to:

- Dislike unfinished business
 - Enjoy influencing outcomes
 - Take pride in hitting targets
 - Push for excellence rather than accept “good enough”
 - Take ownership rather than make excuses
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Essential Requirements

- Proven experience in sales support, internal sales, or sales coordination
 - Track record of converting quotations into confirmed orders
 - Strong follow-up and objection-handling skills
 - Excellent communication skills (phone and written)
 - Highly organised with strong attention to detail
 - Self-motivated and performance-driven
 - Ability to work at pace in a high-standards environment
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What We Offer

- A high-performance culture
 - Clear expectations and accountability
 - Opportunity to grow within a company building a legacy of excellence
 - A team committed to professionalism and integrity
 - The chance to be part of a business that aims to be the best in its field
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This Is NOT for You If:

- You prefer reactive, task-based admin work

- You avoid chasing customers
 - You are uncomfortable discussing money
 - You need constant direction
 - You are satisfied with average performance
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Ready to Make an Impact?

If you are an experienced sales professional who thrives on turning potential into confirmed business — and you want to be part of a company committed to excellence and growth — we want to hear from you.

Apply now with your CV and a short statement explaining:

“How do you personally ensure quotations become confirmed jobs?”