

Job Description

Business Trainee

Date: June 2020

Address: 40 Huxley Close, Park Farm Industrial Estate, Wellingborough NN8 6AB

Company: The Performance Company

Hours: 9am – 5.30pm Monday - Friday

Nature of the company: Distributer of high performance and tuning products

Salary: £150 - £ 200 per week

Job Type: Apprenticeship

Benefits: 20 days annual leave plus Bank Holidays, Apprenticeship training at Starting Off, half day release.

Job Details

This is a fantastic opportunity for a recent school or college leaver looking to kick-start their career. Due to increased business the company are looking for a confident, organised and enthusiastic to join their busy team.

Established in 2004, the company is a distributor of high performance and tuning products to the automotive industry. They are the UK distributors for Pipercross Air Filters, Remus Exhausts and a number of other top brands, also European distributors for Liberty Walk and Airrex Suspension. They supply to specialist tuners, high street stores and mail order retailers.

The key duties will include providing administrative support to the sales team and will include:

- Processing sales orders
- Inputting sales information onto SAGE
- Take card payments over the phone
- Taking incoming calls, relaying messages or dealing with queries
- Responding to customer emails
- Processing online orders
- Assisting with preparing for car shows and exhibitions
- Attending car shows and exhibitions throughout the UK
- General administrative tasks such as filing, scanning and photocopying

The ideal candidate will be a confident communicator, upbeat, friendly, have good IT skills and a team player.

Apprenticeship training is fully supported with a half day release to Starting Off.