

### 27/02/2017 – Sales/Quotes Person

Japanese Knotweed Ltd specialise in the control and removal of Japanese knotweed. We provide long term chemical treatment and guarantee programmes and immediate excavation options. We operate throughout the UK. Typical clients include; property developers, construction companies, large corporate organisations, local authorities, utility companies, private home owners and housing associations.

We are currently recruiting for a Sales/Quotes person in our **Romsey office near Southampton**

### The Role:

- Working as part of the office based estimating and sales team, primarily involved with commercial knotweed excavations:
  - Taking enquiries and speaking to clients on the phone, as well as email.
  - Logging each enquiry and administrating the Tender Log.
  - Organising site surveys with the companies surveyors.
  - Receiving survey reports and creating Knotweed Management Plan documents.
  - Quantifying the treatment and excavation works to create quotes.
  - Obtaining prices, completing and issuing quotes to clients.

### Skills and qualifications:

- Experience
  - A practical/estimating knowledge of invasive weed management (*ideal*).
  - Experience in a quantification and estimating role (*ideal*).
  - A practical/estimating horticultural knowledge i.e. landscaping and landscape/excavation machinery (*preferable*).
- Qualifications & skills
  - Must be able to understand and quantify practical works.
  - Must be numerically astute for pricing.
  - Excellent on the telephone with a confident and articulate phone manner.
  - Excellent with administration and organisation and prioritisation.
  - Excellent in written and verbal communication.
  - Excellent with Microsoft Office skills (Excel, Word and Outlook)
  - Good general IT skills with a knowledge of cloud based technologies

### The employment:

The employment is a full time position.

Monday to Friday - 8.30 am to 5.00pm with half an hour lunch break.

**Holiday** - The holiday entitlement is **23 days** leave **plus 8 bank holidays**. Taken as follows:-

10 days - **Summer holiday period** – taken during May to October

4 days - **Christmas holiday period**.

9 days - **Winter holiday period** – taken during November to April

8 days - **Bank holidays**.

We also operate a holiday buy back scheme. Up to 17 additional holiday days (subject to management agreement) can be bought back and taken during the winter holiday period.

If you are interested in this position please email your CV to [HR@knotweed.co.uk](mailto:HR@knotweed.co.uk)