



### **SALES/RECEPTIONIST REQUIRED**

The Ashton Group are a dynamic Group of companies based at Cortonwood Retail Park in South Yorkshire. We are looking to recruit a receptionist with both a flexible and adaptable approach to their duties.

As the face of The Ashton Group you will be the first line of communication on a busy telephone and responsible for creating a warm and welcoming atmosphere when customers and suppliers visit our premises.

The role will also include proactive selling to existing accounts and potential new ones for our Corporate Clothing business. This will be done by telephone as well as face to face with buyers, following leads from our Marketing Department, following up quotations and general account development.

### **Skills Required**

- Excellent communication skills
- Strong presentation skills
- A strong work ethic
- Excellent attention to detail
- Outgoing, vibrant personality
- Competent Microsoft Office skills
- Smart appearance essential

Hours of work 8.30 - 5.00pm Monday to Friday.

To apply please submit your CV and a Covering Letter to [recruitment@ashton-group.co.uk](mailto:recruitment@ashton-group.co.uk)

The Ashton Group  
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