

Background

Tech Optics is a dynamic, successful and progressive fibre optics company, based in Tonbridge, Kent. We specialise in the manufacture of fibre optic assemblies, the distribution of test & inspection equipment and provision of training in the harsh environment, data and telecommunications markets. Our success is based on customer service encompassing quality, flexibility, responsiveness and technological excellence. The company is ISO 9001:2015 accredited and strongly committed to the highest quality standards.

In 2020 Tech Optics became part of the Hexatronic Group and is pursuing a strong growth strategy.

As part of this expansion Tech Optics is looking to recruit an Internal Sales person to their highly capable team.

Role Description

The successful candidate will be the first point of contact for incoming calls and enquiries, and will provide quotations and advice to customers. They will work closely with Engineering and Production while liaising with the Operations and other departments to ensure sales targets are met and a high level of customer service is provided.

Main responsibilities:

- Generating, developing and responding to customer enquiries
- Formulating and producing customer quotations
- Following-up outstanding quotations
- Providing technical advice and support as required
- Producing bills of material, interfacing with production engineering as necessary
- Progressing priority orders
- Supporting external sales and marketing activities and initiatives

Key Skills and Experience

The successful candidate will have the following qualities and experience:-

Essential

- A natural customer / commercial focus
- The ability to absorb and retain technical information
- A confident and professional telephone manner
- Strong IT skills (MS Office)
- Excellent organisational and communication skills
- Solutions oriented selling capability
- Good literacy and numeracy
- Strong attention to detail



Key Skills and Experience (continued)

Desirable

- A qualification in a technical subject
- Experience of working in a small to medium manufacturing company
- Knowledge of ISO 9001 quality systems
- Experience of enterprise resource planning (ERP) systems
- Knowledge of defence, telecommunications and or data communications markets
- Experience of Fibre Optics / Optics
- Additional language skills

This role is based at Tech Optics offices in Tonbridge, Kent.

A competitive remuneration package will be offered dependent on the applicants skills and experience. Benefits: include a contributory pension & discretionary performance based bonus.

Tech Optics is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

For further information about this exciting role please contact:-

Lydie Harper on (01732) 441 470 or email your c.v. to recruitment@techoptics.com



For further information and to discuss your application contact:-

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Tonbridge
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TN9 1RF
UNITED KINGDOM



TechOptics

A PART OF HEXATRONIC GROUP

Internal Sales Role July, 2023 Tech Optics Ltd.

ISO9001:2015
for the manufacture
of fibre optic
assemblies and the
distribution of fibre
optic products.

