



GLOBAL PERIMETER SECURITY SPECIALISTS SINCE 1987

**Bi-Folding Gates | Sliding Gates | Road Blockers | Bollards | Barriers | Pedestrian Gates | Turnstiles
CRASH TESTED / CRASH RATED PRODUCTS**

Service Sales Assistant/Administrator

Come and join a leading British manufacturer!

About Us

Celebrating more than 34 years at the forefront of the Perimeter Security Industry, **Cova Security Gates** proudly design, manufacture, and install high quality, bespoke engineered perimeter security products in an increasingly challenging global environment.

Since the very beginning, our mission has always been to protect people and property from criminal or terrorist attacks globally.

Our 20,000 square foot facility is based in the heart of Manor Royal Business District, Crawley and it is from here that our experienced team manufactures all our products specific to the client's requirements and site conditions, based upon wherever the installation is required.

Our products are supplied across all industries including construction, commercial, retail, utilities, power generation, financial services, airports, rail, data centres, and emergency services. We are also renowned globally for protecting government buildings including Embassies, Foreign Commonwealth Offices, HMRC, Home Office, Ministry of Defence, Treasury, and Local Authorities.

The Role

Cova has been busier than ever with exciting new enquiries and sales orders on many flagship projects so far this year. As such, and due to the expanding needs of the business following internal promotions and a restructure, we are seeking a Service Sales Assistant/Administrator who can provide essential day to day support to our Service and Commercial Sales Department.

The role would suit a confident, self-motivated, well-presented team player. You will have excellent communication skills, must be extremely organised, with a confident telephone manner and are able to engage professionally and politely with both existing and new UK and International clients.

Daily duties will include capturing and recording information about new service/sales enquiries that arrive from email, our website, and telephone on to our central CRM (Customer Relationship Management) tool.

You will need to possess strong administration skills to be able to capture all information received and be able to use initiative where information is sparse or missing.

You will be responsible for liaising with our existing Field Service clients, with differing needs and expectations, and undertaking lead generation to seek out potential new clients.

Building aftercare relationships with clients are key within this role, in addition to providing them with relevant product information documentation, drawings and quotations as required, swiftly, efficiently, and to deadline. It is important to ensure our clients are supported after their new perimeter security equipment is installed.

We will, of course, provide training and guidance on our high-quality bespoke products, however, you must possess the desire and passion to learn and grow the business with us as there will be the opportunity to develop and grow to more senior roles within the business.



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Keeping on top of all new and outstanding enquiries and quotations and following up on them is critical within this role, as Cova Security Gates continue to expand the business and provide excellent aftercare customer service and response globally.

Experience

Commercial or experience of estimating within a manufacturing environment **OR** recently graduated and looking to start a new career in sales.

- Experience with Microsoft 365 (Outlook, Excel, Word, PowerPoint etc)
- Ideally some knowledge of Microsoft Dynamics CRM
- Passionate, driven, and entrepreneurial outlook
- Excellent and organized administration skills
- Can multi-task
- Must be self-motivated

This role would suit an individual looking for an entry-level position to kick start a sales career in our exciting security sector.

Benefits of working with us:

Competitive Salary (£20k - £25k)

Personal Advancement Opportunities

5 weeks paid annual holiday entitlement + public holidays

Death in service benefit

Company pension contribution

Free secure on-site parking

This is a permanent position. No agencies, please.

This is a full-time permanent position with flexible hours working between 08:00 and 17:30 based on a 40-hour week and whilst most of the office staff are working remotely due to Covid-19, applicants should be able to commute within a reasonable distance of Crawley Manor Royal.

To apply for this opportunity please email a CV and covering letter to: recruitment@covasecuritygates.com

Updated: 15th December 2020

