



The Home of
Yorkshire Tweeds

Abraham Moon have been creating fine woollen cloth from our base in Guiseley, Yorkshire, ever since our establishment in 1837. With over 180 years of proud British manufacturing and design heritage to our name, we're now one of Britain's last remaining vertical woollen mills.

We create our collections with a balance between innovative design & traditional craft, maintaining our position at the forefront of commercial trends with consistent high quality. Our passion for distinction remains as strong now as ever, carrying the message of what it truly means to be 'Made in Yorkshire'.

Career Opportunity

Job Title	Sales Executive (Internal)
Closing date	<i>Until removed from website</i>
Job Description	<p>Job Description – Sales Executive (Internal) The Sales Exec actively provides support to customers by making calls regarding upselling and/or cross selling in a focused and in a timely and efficient manner</p> <p>Main Duties:</p> <ul style="list-style-type: none"> • Maintain and develop relationships with existing customers thru regular contact to build business over time. • Develop new business and opportunities with new customers. • Look for new market areas for existing products both in the UK and Export markets. • Be aware of forecasts and budgets that have been set for the division, mainly Bronte in this case. • Maintain knowledge of all our product and process lines. • Work with design & marketing to develop new sales approaches and formats. • Deliver first class customer service ensuring you follow through with all aspects of the sales process. • Actively communicate with customers generally. • Maintaining customer records by updating account information. • Answering general email enquiries. • Process orders and sample requests for mainly Bronte customers. • To support colleagues and attend some trade fairs where appropriate. • Perform other related duties as requested. <p>Person Specification:</p> <ul style="list-style-type: none"> • Ability to communicate clearly and concisely. • Good listening skills. • Good interpersonal skills both in person and on the phone. • Effective organisational skills and able to prioritise work-load. • Ability to absorb information quickly. • Be of resilient character

	<ul style="list-style-type: none"> • Ability to work under own initiative but within a team. • Problem solving skills. • Data Entry/Excel/IT skills. <p>Desired:</p> <ul style="list-style-type: none"> • Knowledge of stock control, purchasing and supply procedures. • Good level of numeracy. • Experience in customer service roles.
<p>How to Apply</p>	<p>Send your Curriculum Vitae with a covering letter, quoting the job title to: -</p> <p>HR Department Abraham Moon & Sons Ltd Netherfield Mills Guiseley Leeds West Yorkshire LS20 9PA</p> <p>Alternatively email careers@moons.co.uk</p> <p><i>No Agencies Thank you</i></p>