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John Bell Pipeline Equipment Company Limited are the UK’s premier Piping and Valve specialist. Due to our continual expansion, we have two vacancies based in our Grangemouth office.

**Internal Sales – Valves**

The ideal candidate will have previous experience working within the energy industry and have technical knowledge of the piping and valves industry.

Working on a full-time basis the successful candidate must be sales driven, self-motivated, an excellent communicator and capable of working to a high standard. The individual must have drive and ambition to succeed within a busy sales office environment.

Responsibilities include:

* To process sales enquiries received either by email or telephone and to ensure the customer is fully aware of detail on the quotation covering product, price and agreed delivery times
* To provide technical support and advise relating to customer queries regarding Valve specification requirements
* Continually develop customer service / relationships
* Source product from vendors

**Sales Administrator/Trainee**

The ideal candidate will be computer literate, and self-motivated, capable of working to a high standard, with drive and ambition to succeed within a busy oil and gas supply company.

Responsibilities include:

* Assisting the sales team with enquiries received either by email or telephone and to ensure the customer is fully aware of detail on the quotation covering product, price and agreed delivery times
* General administration duties including data input and processing

These positions offer a competitive salary and benefits package along with the opportunity to progress in a fast growing group.

**Please send your CV with covering letter to Natalie Kane:** **nkane@jbpipeline.co.uk**