Job Description

SERTUS

16.11.2026 | V1.3

Internal Sales Executive

Job title	Internal Sales Executive
Department	Sales
Reports to	Sales Manager
Responsible for	N/A

JOIN THE SERTUS TEAM

We're looking for a motivated Internal Sales Executive to develop customer relationships, grow existing accounts and help drive sales.

Working from our Cranleigh office, you'll manage a portfolio of 30–40 customers, handle enquiries, follow up quotations and identify opportunities to introduce more of our smoke ventilation products and solutions.

WHAT WE'RE LOOKING FOR

- Some sales experience, ideally B2B
- Confidence communicating with customers by phone, email and Teams
- A proactive, target-driven approach to developing accounts
- Strong organisation skills and willingness to develop product knowledge

INTERESTED IN JOINING SERTUS?

Industry experience isn't essential. We're looking for someone who takes ownership, enjoys building relationships and is keen to develop.

Apply / Request full job description