



Alpha Scan Limited are a managed IT support company based in Romsey, Hampshire providing IT solutions, VoIP and Cloud services to businesses across the South Coast.

Due to an ever increasing workload we are now in a position to engage an apprentice who can come in to assist our Sales, Account Management and Customer Service functions with a view to becoming a fully fledged Business Development Executive, Account Manager or Sales Administrator in the future.

Having previous experience in a customer facing environment would be ideal but certainly not essential as we are committed to providing opportunities for candidates who impress us. Everybody needs to start somewhere and we appreciate this.

Decisions will be made solely on character, personality, drive, attitude and how we see said individual fitting into our already close knit team.

Full training and guidance will be provided and in essence the right path can be built for any candidate to succeed here whether that be in Sales, Account Management or Customer Service.

Duties will consist of the following in some capacity

- Telephone based customer service
- Cold Calling (if comfortable)
- Data Entry, Capture and Cleansing (Which will assist with marketing campaigns)
- Providing Customer Quotations
- Liaising with Suppliers and Ordering equipment
- Social Media Marketing / Content Writing / Blogs / Engagement
- Assisting Senior Staff at Meetings

We work very closely with a leading training provider and will look to enrol our apprentices on a relevant course at the highest level possible so that not only do you gain excellent hands on experience but you will also gain industry recognised qualifications.

Salaries are flexible and are in line with the national guidelines for apprenticeships, normally with a little more on top.

If you are good with people, can communicate effectively, have thick skin, can work under pressure and want build a successful career then we would like to talk to you.

Your career prospects here are very good, with the opportunity to progress rapidly through a hands on approach. Don't delay and apply today!

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www.alphascan.co.uk