

**Title:** Internal Sales & Technical Support.  
**Salary:** £22-25,000.  
**Location:** Chalgrove, South East Oxfordshire

Swale Technologies supply equipment for deployment in the sea and inland waters. Some instruments are used for understanding climate change, some for offshore renewable energy activities so current societal concerns maintain our markets. In addition to representing manufacturers from around the world, we also make battery packs to power the instruments. The company has recently moved to a business park in rural SE Oxfordshire, miles from the sea (or equidistant from all our coasts), and we're now looking for some help to develop our business further.

The role will involve the wearing of multiple hats: interacting with customers by phone and email, handling enquiries and compiling quotes. Also administration of the battery pack activity and ordering of materials. Ultimately, the expectation is that the candidate would become fully involved with the functioning of the business – combining Sales, Technical Support, Administration and all other skills required to maintain the successful operation of the company.

Occasional travel may be required within the UK and possibly further afield for training and meetings with suppliers and customers. This could involve driving, flying or boats and may require overnight stays. As a small company, we can be flexible and informal but maintaining high standards in our outward facing roles is important so the successful candidate will be articulate, personable and be capable of developing productive relationships with a range of people and organisations.

Applicants should have a technical mindset with an ability and keenness to learn new things. Our suppliers are the experts in their fields, but we need to understand our customers' needs and how the products meet them. The role would suit someone with experience in a technical, scientific or engineering role who wishes to develop into the commercial side of business or someone with office administration experience who is able to understand and learn the technical aspects of the products. Relevant qualifications are less important than a demonstrable ability to learn and problem solve, prioritize work and organise themselves. Self-motivation and lateral thinking would be an advantage, as would an interest in the aquatic environment. Part-time or flexible hours could be considered but exceptions may be necessary, especially during exhibitions.

**Job Functions:**

It is envisaged that the role will involve some or all of the following:

**Technical:**

- Customer support (by phone & email)
- Supplier liaison
- Develop the ability to give demonstrations.

**Sales & Marketing:**

- Liaise with new and existing customers
- Compile quotations
- Preparation of marketing materials
- Attend exhibitions to promote the company and products.

**Administration:**

- Admin of battery manufacturing activity
- Process sales and purchase orders
- Receive and ship goods



## Swale Technologies Ltd

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### Qualifications:

Good written and spoken English.

Good arithmetic.

Computer literate (Microsoft Windows and Office software).

A Level (or similar) Science Subject

Higher academic qualifications are an advantage.

UK Driving licence.

Sense of humour, general knowledge and a positive outlook on life.

### More about the Company:

Swale Technologies is a small agile company supplying scientific instrumentation and equipment for underwater applications, to both academic and commercial customers. Our markets include environmental monitoring and research, renewable energy, marine mammal monitoring, surveying, offshore oil & gas and defence. Products range from high precision sensors measuring dissolved gases, acoustic recorders and telemetry equipment, through water and sediment sampling to the more mundane flotation and hardware. We've been operating for over 30 years, representing manufacturers from around the world to our customer base, predominantly in the UK and Ireland. We also assemble battery packs at our facility in Wiltshire. The role would be based at our office in Chalgrove. There's a café on the business park and exercise facilities with a pond and garden area are adjacent. The company is looking to grow and is seeking someone who can grow with it.

### Applications:

To apply for this position please send your C.V. with a covering letter explaining how your experience would be of benefit in the role. Applications should be emailed to [swale@swaletechnologies.com](mailto:swale@swaletechnologies.com).

Please do not rely on being put forward by an agency – no agency fees will be paid. Only direct, personal applications will be considered.

It is hoped that initial interviews can be conducted during December.