



We are recruiting!!!

We are looking for an individual with excellent communication skills and excellent telephone manner to join our growing team as a Project Caller. We offer great career prospects and progression within the company.

The position is full time with a competitive salary and benefits.

- Salary £20,000 - £25,000 p.a. plus generous bonus scheme.
- Pension scheme / Death in Service after 3 months' probation.
- Hours – Monday to Friday 9am to 5.30pm; minimum 3 days working in our offices in Theale.
- Holiday – 23 days plus bank holidays.

The successful candidate will have an excellent telephone manner, be able to work as part of a team and individually and be able to work to targets and deadlines to meet the business needs. Attention to detail is key, along with great customer service skills.

Experience is preferred but full training will be provided.

Required skills include:

- Excellent verbal and written English language
- MS Office, including Outlook
- Experience of CRM systems would be ideal

Role Specifics:

1. Pre-market activities – reviewing of planned research lists and providing insight, briefing with Research Team regarding key messaging for campaign.
2. Preparation – Prioritisation, profiling, and formatting of research list. Creation of email templates alongside Research Team.
3. Calling and “At Market” activities – Day 1 emails out and prioritised contact management, updating our CRM with information resulting from the calls.
4. Reporting – internal and client facing

Apply by sending your CV to:

Amanda Gale, Operations Director – agale@evolutioncbs.co.uk

About EvolutionCBS

Based in Theale, near Reading in Berkshire, EvolutionCBS is a long-established, premium provider of business sale advisory services with an enviable track record of international transactions. We work with the owners of UK businesses in any sector and any region, finding buyers from around the world through highly targeted research and supporting our Clients with dedicated Director-led teams, at every stage of their journey to a successful sale.