

Temporary Sales Co-ordinator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers

This role represents an opportunity to develop your career within TR Fastenings. We are looking to recruit a Sales Co-ordinator to join our established sales teams at our Waterside Park location, on a temporary contract of 18 months.

The Role

Reporting to the Sales Office Manager, your role will be to ensure the efficient and profitable operation of your area of responsibility. Providing direction and purpose, ensuring a planned approach to building good customer relations.

Key tasks include:

- Prompt response to customer enquiries
- Accurate processing of sales orders
- Logging and following up of quotations
- Liaising between customers and cross-functional internal teams to ensure the timely and successful delivery of existing business & new projects

The Candidate

Experience of working within Sales is essential, knowledge of fastenings would be advantageous.

You will need to be self-motivated, have strong organisational skills and excellent communication skills, both verbal and written, in order to be able to communicate and build good relationships with both external and internal customers. You will need to be able to work to deadlines and remain focused at all times, have good all-round IT skills and to be able to prioritise workload.

To Apply

If you are interested or know of someone who might be please contact Lydia Ball on 01825 747323 or email your CV to careers@trifast.com.

