

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.

We are looking to recruit a Sales Co-ordinator to join our established sales team in our Belfast location.

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. You will be the main point of contact for designated customers, dealing with enquiries, orders, stock levels and working with other departments to deliver best-in-class service for our customers.

Key tasks include:

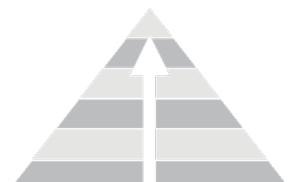
- Prompt response to customer enquiries
- Building relationships with key customer contacts
- Accurate processing of sales orders
- Logging and following up of quotations
- Liaising between customers and cross-functional internal teams to ensure the timely and successful delivery of existing business & new projects
- Analysing customer data and being proactive to ensure our service is delivered successfully
- Upselling to increase turnover with customers
- Undertaking projects to increase profitability on customer accounts
- Ability to prioritise and efficiently manage a high workload
- Sourcing of new product required by customers

The Candidate

A background within B2B internal sales or account management is essential. A knowledge of fastenings/electrical components would be advantageous.

You will need to be self-motivated and have strong organisational skills. The ideal candidate will hold excellent communication skills, both verbal and written, in order to be able to communicate and build good relationships with both external and internal customers.

Working to deadlines is essential, whilst remaining focused at all times. You must have good all-round IT skills and to be able to prioritise workload.





To Apply

To apply, please send your CV through to Katia Sparks, Group HR Officer at careers@trifast.com

