

Transactional Sales Co-ordinator



part of the Trifast plc Group

Who we are

At TR, part of Trifast plc, we're more than fasteners, we're the trusted partner behind some of the world's most advanced industries. As a global leader in the design, engineering, manufacture, and supply of fastenings and Category 'C' components, we deliver smart, efficient solutions that enhance performance across major assembly operations.

From Automotive to Smart Infrastructure and Medical Equipment, our focus on engineering excellence and streamlined supply keeps us at the forefront of progress.

We're looking for a driven and dynamic Transactional Sales Co-ordinator to contribute to our continued success on a global scale.

We are looking to recruit a Transactional Sales Co-ordinator to join our team based in East Grinstead. The role is 37.5 hours per week 08:30 – 17:00.

The Role

Reporting to the Transactional & Distributor Sales Team Leader. The role will be to assist in the effective and efficient running of transactional accounts in order to satisfy customer requirements and to ensure continued sales growth.

Key Tasks

- Ensure daily routines are in place and maintained to ensure smooth delivery of customer orders.
- Prompt response to customer enquiries.
- Answering sales calls in a timely manner.
- Accurate processing of sales orders.
- Logging and following up of quotations.
- Maintain levels of business within your designated accounts.
- Work closely with line manager on attrition lists and finding new ways to build new/existing business.
- Participate in regular sales meetings.
- Commit to, and work towards, any objectives and targets set by direct manager or Team Leader including but not limited to:
 - Margin Management
 - OTIF
 - Aged Debt
- Escalate concerns in a timely manner to the appropriate person.

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The Candidate

The successful candidate will ideally have excellent communication and interpersonal skills together with a keen attention to detail and problem-solving skills.

Being a good all-round team player is a must as is the ability to work to deadlines and think on your feet.

A proactive approach to work is essential. The successful candidate must be able to demonstrate flexibility in their approach and be able to prioritise and remain focused at all times. You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

What we offer

- On-site parking
- Life insurance
- Pension
- Employee Assistance Programme

To apply

If you are interested, know of someone who might be or have any queries, please contact:

HR at careers@trifast.com

To apply for this role, kindly send your CV and specify the position you are applying for to the above email.