

# Sales Co-ordinator



part of the Trifast plc Group

## Who we are

TR Fastenings (TR) is part of Trifast plc and is a leading international specialist in the design, engineering, manufacture, and distribution of high-quality industrial fastenings and Category 'C' components principally to major global assembly industries. 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, on a fixed term basis (6 months), to join our sales team at TR-Uckfield (TN22 1QW). Hybrid working will be considered once the candidate is fully trained.

## The Role

Reporting to the Transactional Sales Team Leader, your role will be to assist in the effective and efficient running of key accounts in order to satisfy customer requirements and to ensure continued sales growth.

The working hours will be 37.5 hours per week, with a working pattern of Monday to Thursday from 8:30am to 5:0pm, and Fridays from 8:30am to 3:45pm.

## Key Tasks

- 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 top designated accounts.
- Must be a team player and assist Account Managers with their workloads.
- Work closely with your Team Leader and Sales office manager on attrition lists and finding new ways to build new/existing business.

## The Candidate

Ideally, you will have a background within sales, though this is not essential as full training will be provided. You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

You will need to be well presented and very self-motivated, have 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.

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## What we offer

- On-site parking
- Life insurance
- Pension

## To apply

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

**Tiago Lopes**

Group HR Advisor

@ [careers@trifast.com](mailto:careers@trifast.com)

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