

### 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 North East location.

#### The Role

Reporting to the Automotive Sales Manager, your role will be to assist in the smooth and efficient running of key accounts, in both the Automotive and General Industrial sectors, in order to satisfy customer requirements.

Key tasks include:

- Prompt response to customer enquiries
- Accurate processing of sales orders
- Logging and following up of quotations
- Maintain levels of business with your designated accounts, with budgeted figures and gross profit required

#### The Candidate

Ideally you will have a background within sales, this is not essential as full training will be provided. You will need to be 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.

You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

Working hours will be 37.5 hours per week Monday to Friday.

#### We offer

- Onsite parking
- Competitive salary
- Life insurance
- Pension

