

Contract Sales Co-ordinator – BBP.

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 Contract Sales Co-ordinator on a permanent basis, to join our established sales teams at Bellbrook Park.

The Role

Reporting to the Contract Sales Team Leader, your role will be to assist in ensuring that your areas of responsibility run effectively, efficiently, and profitably. Providing excellent communication and organisational skills that area required to drive business forward.

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.
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- An understanding of how VMI accounts operate and the responsibilities and requirements required to ensure line stops do not occur.

The Candidate

Experience of working within Sales is an advantage, but not a necessity as full training will be given, also knowledge of fastenings would be advantageous, but again training will be made available.

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

You will always need to be able to work to deadlines and remain focused, have good all-round IT skills and to be able to prioritise workload.

To Apply

If you are interested in applying, please contact Katia Sparks Group HR Officer on 01825 747324 ext. 4324 or email your CV to Careers@trifast.com

