

### 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 on a permanent basis to join our established sales team at TR Scotland.

#### The Role

Reporting to the Sales Manager, 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.

Key tasks include:

- 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
- Work closely with your Sales manager on attrition lists and finding new ways to build new/existing business
- Must be a team player and assist Sales colleagues with their workloads

#### The Candidate

Ideally you will have a background within sales and know some product knowledge, though this is not essential as full training will be provided.

You will need to be 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.

The ideal candidate 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.

#### To Apply

If you are interested in applying, please send your CV through to Katia Sparks, Group HR Advisor at [Careers@trifast.com](mailto:Careers@trifast.com)

