

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 Bellbrook Park.

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 transactional sales team is a well-established, very successful and growing team with sales figures of nearly £5,000,000 pa.

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

The Candidate

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

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.

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.

To Apply

If you are interested or know of someone who might be please contact Lydia Ball on 01825 747323 or email your CV to careers@trifast.com.

