

# Contract 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 Contract Sales Co-ordinator to join our established sales team in Uckfield Bellbrook Park, on a 6-month temporary basis. This role is office based, with the option of Hybrid working once the candidate is fully trained.

## 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 are required to drive the business forward.

## Key Tasks

- Prompt response to customer enquiries via telephone and email.
- Accurate processing of sales orders in a timely manner.
- Following up on quotations.
- Managing price review projects on key accounts.
- Logging of liability stock agreements and reviewing aged stock on a monthly basis.
- Resolving any issues raised by the customer with a professional approach at all times.
- Regular monitoring of the sales order outstanding report to ensure customers are updates with the most up-to-date information.
- Maintaining excellent communication between customers & cross-functional internal teams to ensure the successful delivery of existing business & new projects.
- Understand how Vendor Managed Inventory (VMI) accounts operate, and the responsibilities & requirements involved to ensure these are managed effectively to avoid line-stop situations.

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## The Candidate

Experience of working within Sales is an advantage, but not a necessity as full training will be given. A knowledge of fastenings would be advantageous, but again, training will be made available. Experience of working on Microsoft Dynamics D365 would be beneficial, along with other Microsoft programs such as Outlook, Excel & Word.

The successful candidate will need to be self-motivated, have strong organisational skills and be an excellent communicator, both verbally and written. You will build good relationships with both external and internal customers.

You will be able to work comfortably in a team environment, but also on your own accord. You will always need to be able to work to deadlines, remain focused, and be able to prioritise workload.

## 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

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