

# 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 on a permanent basis to join our established sales team in the Midlands.

## The Role

Reporting to the Sales Office Manager, 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.
- Accurate processing of sales orders.
- Logging and following up on quotations.
- Liaising between customers and cross-functional internal teams to ensure the timely and successful delivery of existing business & new projects.
- 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 & written. The successful candidate is 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-around IT skills and be able to prioritise workload.

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## 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

@ [careers@trifast.com](mailto:careers@trifast.com)

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