

## Job Description

### Sales Co-ordinator

#### Main Purpose

To handle customer enquiries coming into the Sales Office via the phone system, as well as acting as first contact and resource for customers coming into the business.

To ensure all customer needs are identified through thorough fact finding, orders are fulfilled within agreed time frames and to the correct specifications, and most importantly all work undertaken is completed to our customer's complete satisfaction.

Working with other Sales staff as a team member within the Sales Office, and liaising with all other departments and Senior Management in an efficient, respectful and conscientious manner.

#### Reporting To

Director of Hawkins Steel

#### Key Accountabilities

- The sale of steel fabrication and steel products and services to both new and existing customers
- Capitalising upon and identifying new sales opportunities
- Cross selling of all departments as applicable
- Production of accurate and detailed sales and production documentation in line with company operating systems utilising NAV.
- Efficient and competitive procurement of materials and services
- Detailed preparation, accurate recording, and frequent chasing of quotations in line with company procedures
- Progress chasing
- Monthly Stocktaking
- Any other duties as required by the Director of Hawkins Steel

#### Person Specification

- Sales Experience ideally or the aptitude for Sales and a willingness to learn
- Effective communicator

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- Problem solving ability and an eagerness to deliver solutions
- Computer Literate with accurate data entry ability
- A flexible and determined approach to work and working hours to complete required tasks
- Highly organised with the ability to prioritise workload
- Team player
- UK driving Licence

