

INTERNAL SALES COORDINATOR

Job Description



Job Title: Internal Sales Co-Ordinator

Reporting to: Service Manager

Job Role: Office administration for all company depots and supporting internal departments with administration tasks as set out in the description below:

- Remedial Quotes
- Service Quotes Ad-Hoc (New Customers)
- Service Contracts to new and existing customers
- Process Orders as required
- Small Plant Quotes
- Small Installation Quotations
- Support Key Accounts / Key Account Managers
- Pneumatic Sales
- Infinity Sales
- Tool Sales
- Actively promote the company's portfolio to existing customers
- Effectively manage quote log and follow up as needed

Key skills required:

- Strong communication skills - be able to communicate effectively with internal teams and customers
- Be organised - able to manage multiple tasks/deadlines, prioritise workload & keep track of details
- Have a confident telephone manner
- Be proficient in using CRM systems, MS Office, email, and online platforms
- Have a positive attitude and be customer focused with a good team spirit

Personnel Responsibilities

Directly responsible to the service manager. There may be occasions where responsibility will need to be assumed for other personnel dependent on circumstances and the needs of the business. You may also be required to undertake any other duties as may reasonably be required from time to time.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company regarding the quality management system, general standards, health and safety and confidentiality.

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