



INTERNAL SALES CO-ORDINATOR – JOB DESCRIPTION

Working as part of a team, alongside an External Account Manager, the main purpose of the role is to ensure that monthly GP£ targets are achieved.

Managing a customer base, the main functions of the role are:

- Managing customer expectations
- Processing customer orders
- Maximising the full potential of all existing accounts
- Managing customer stocks
- Liaising with Accounts / Purchasing / Logistics departments to ensure smooth flow of orders through from receipt of order to delivery
- Sourcing quotes from suppliers
- Negotiating prices and service levels with customers
- Prospecting for new accounts
- Managing all customer base administration
- To offer the same level of service to all UKP accounts, as required
- To provide similar area cover during annual leave/illness, as required

The traits required for the role include:

- Self-motivated
- Good telephone manner
- Target driven
- Punctual
- Basic IT capabilities (Outlook, Excel, Word)
- Good numeracy & literacy skills
- Articulate
- Ability to work in a fast-paced, thriving environment
- Ability to work under pressure
- Ability to adapt to change
- Ability to understand the value of profit earned

Salary upon application.

To apply for this role please forward your C.V. and a covering letter to:

suzanne.oneill@ukplc.co.uk