



## JOB VACANCY



Position:	INTERNAL SALES COORDINATOR
Department:	SALES
Location:	TODMORDEN

### YOUR TASKS

The Job role centers around the effective internal administration of Company sales ensuring the best possible customer service.

The position acts as the first line of contact between the Company and its customers and to liaison between customer and other departments to ensure quality service and standards are maintained and exceeded.

The role provides product, technical and commercial support to customers and other members of staff.

Tasked with implementing the Company's sales and marketing strategy/policy at all times. Job holders are required to escalate all customers' issues that need resolution and to deal professionally with all incoming orders from customers by telephone, fax, e-mail or post.

Ensuring that all customer requirements are communicated to all department/ relevant members of staff in a clear and concise manner the role provides Sales Engineers with information to keep them up to date with details of orders and enquiries received and will follow up on all quotations as agreed with the Sales Engineers.

### YOUR QUALIFICATION & EXPERIENCE

Ability to communicate clearly and effectively at all levels

Ability to complete necessary paperwork legibly and accurately at all times

Ability to plan and prioritise workload effectively and efficiently and to work to deadlines

CRM ,ERP ,Plastics or associated sector work experience would be an advantage ·

### OUR INCENTIVE

Quadrant offers you a discerning and long-term challenge in an international organization and supports your professional development as well as the realization of your career objectives in a family-friendly environment.

Furthermore, you benefit from the advantages offered by an international corporate group with attractive payment, a company pension scheme and health management.

### OUR VALUE

Health, Safety and Sustainability are core values for us at Quadrant and at the center of how we work - we call it "KAITEKI, the sustainable well-being of people, society and our planet Earth". You understand and embrace these principles in everything you do.

Are you interested? Then we are looking forward to meeting you. Please send us your informative application documentation, preferably by e-mail.

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