



## JOB DESCRIPTION

Job Title	Sales Co-ordinator	Department	Branch
Reporting to	Branch Manager	Location	Branch

### Overall Objective

You will participate in the effective and efficient running of the Branch. This will involve maintaining the best level of sales and service to both new and existing customers. In particular you will be maximising the sales and margin potential of the branch in line with the agreed business objectives.

You should be able to rise to any new challenges presented by such a product mix. We are looking for a passionate individual with strong telephone skills and can communicate effectively to deliver a best in class service. Building relationships with customers and suppliers is key.



Main Roles & Responsibilities	Core Competencies
<p><b>Sales Co-ordinator</b> will be expected to perform any of the following tasks:</p> <ul style="list-style-type: none"> <li>● Carry out cash transactions, refunds and till processes accurately and in accordance with branch procedures.</li> <li>● Ensure customer service is delivered to a best in class standard.</li> <li>● Up to date knowledge of products, technology and regulations are maintained.</li> <li>● Sales quotations and pricing of projects</li> <li>● Providing technical advice</li> <li>● Seek new opportunities for the development and expansion of sales</li> <li>● Ensure the accurate and efficient loading and unloading of all vehicles.</li> <li>● Ensure the safe and correct movement of our products around the branch.</li> <li>● Ensure that the correct procedures are completed in respect of all paperwork for incoming goods.</li> <li>● Ensure the checking and inspection of goods unloaded on site.</li> <li>● Assist the Management team in ensuring that the presentation standards of the site are maintained to a consistently high standard.</li> <li>● Ensure Health &amp; Safety policy is fully observed.</li> <li>● Other reasonable duties as arising, as specified by the Management team.</li> <li>● Support across the branch.</li> </ul> <p><b>Education/Qualifications/Experience:</b> Must have a good level of education e.g. City &amp; Guilds, NVQ, and/or equivalent qualification as appropriate for the role.</p> <p>At 1-2 years' experience in a similar industry or work experience in a sales environment preferred.</p>	<ul style="list-style-type: none"> <li>● Ensures accountability</li> <li>● Action orientated</li> <li>● Communicates effectively</li> <li>● Customer focus</li> <li>● Nimble learning</li> <li>● Being resilient</li> <li>● Drive results</li> <li>● Self-development</li> <li>● Situational adaptability</li> </ul> <hr/> <p><b>Job Specific Skills</b></p> <ul style="list-style-type: none"> <li>● Customer Focused</li> <li>● Great communication skills</li> <li>● Good level of written and spoken English</li> <li>● Product Knowledge</li> <li>● Team Player</li> <li>● IT Literate</li> </ul>



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