

Tracey Concrete are recruiting for a **Sales Coordinator!**

As the **Sales Coordinator**, you will be responsible for:

- Processing all sales enquiries for both quotation and order requests
- Following up on quotes with customers and external Sales team
- Communicating effectively and efficiently with all customers via phone call and email
- Liaising with the correct department to resolve all customer queries
- Following the standardised processes and procedures within the Sales department to support the overall business objectives
- Any other duties as requested by Management to support the efficient running of the Sales department

**Essential Criteria:**

- Must be able to work effectively both as part of a team and individually
- Excellent communication skills (both written and verbal skills)
- Competent in Microsoft packages
- Must be able to work under pressure and to tight deadlines
- Excellent customer service skills
- Ability to work on their own initiative
- Have good decision-making skills

**Report to:** Office & Finance Manager

**Working Hours:** Monday-Friday 8.30am-5:00pm

**Location:** Littlewell Lane, Ilkeston

**Salary:** Dependant on experience

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This job description is not prescriptive and is an outline of the main duties and responsibilities only. The post holder may be expected to undertake other duties as appropriate to the post, as may be assigned by their supervisor.