



## Sales Co-ordinator – Fluid Sealing Products

Based: Dartford

M Barnwell Services, the UK's leading stockist and distributor of fluid sealing products, is seeking a Sales Co-ordinator to join its busy internal sales team in Dartford.

Reporting to the Area Sales Manager the role is ideal for a confident, self-motivated and driven individual who likes to challenge themselves in a competitive environment.

### The Role:

- Managing and developing a portfolio of existing accounts - ensuring longevity and profitability
- Developing business and growth opportunities
- Pro-actively identify and target new accounts
- Dealing with incoming queries
- Administration of orders and quotations
- Liaising with internal departments such as logistics, quality and procurement
- Ensuring customer delivery dates are met
- Supporting the delivery of customer reports

### REQUIRED SKILLS AND EXPERIENCE:

- Previous business to business sales and / or customer service experience within the Fluid Sealing Industry
- Knowledge of MS office (Excel, Outlook & PowerPoint), Windows and general comfort with technology – SAGE experience would be an advantage
- Sales and goal oriented
- Independent, well-organised and experienced in administrative tasks
- Charismatic, positive and passionate in their personality
- Creative, flexible and proactive

To apply send your CV to [careers@barnwell.co.uk](mailto:careers@barnwell.co.uk) or call 01322 293024