



BARNWELL
THE SEAL OF APPROVAL

Sales Coordinator – Fluid Sealing Products

Location: Birmingham (Smethwick)

Join the dynamic team at M Barnwell Services, the UK's premier manufacturer, stockist, and distributor of cutting-edge fluid sealing products. We're on the lookout for a talented Sales Coordinator to be a vital part of our internal sales force based in vibrant Birmingham.

As a key player reporting to the Sales Office Manager, this role is tailor-made for an individual who thrives on challenges, is self-motivated, and exudes confidence 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:

- ❖ 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

Preferred skills and experience:

- ❖ Business to Business sales experience
- ❖ Experience in a similar role
- ❖ Experience of fluid sealing industry

Package:

You will be provided with the opportunity to join a successful and well-established company, with relevant training provided.

- ❖ Salary: £20,350 - £30,000 PA + Bonus, DOE
- ❖ Holiday: 20 days + bank holidays
- ❖ Hours: 9am to 5.30pm (37.5 hours per week)
- ❖ Lunch: One hour
- ❖ Parking: Free employee parking