



Sales Coordinator – Fluid Sealing Products

Based: Bristol, Clevedon

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

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:

- ✦ 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: £Competitive + Bonus, DOE
- ✦ Holiday: 20 days + 9 bank holidays
- ✦ Hours: 9am to 5.30pm (37.5 hours per week)
- ✦ Lunch: One hour
- ✦ Parking: Free employee parking