



**BARNWELL**  
THE SEAL OF APPROVAL

**Title: Sales Coordinator**

**Location: Unit 7 Schooner Park,  
Crossways Business Park,  
Dartford, Kent, DA2 6NW**

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

Reporting to the Regional 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:**

- ❖ 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