

## Sales Coordinator

We are looking to recruit another Sales Coordinator to join our growing business. Forming strong relationships with our customers is an essential part of the role, so if you are confident speaking on the phone, with excellent written business English, together with a keen eye for detail, come and join our sales team to help provide the professional service our customers expect.

This role involves collaborating with all departments of the business, including logistics, finance, production and the technical team. This will give you an extensive overview of how the business works, enabling you to speak confidently with customers.

### Key responsibilities include:

- Processing customer orders on Sage accounts package and in-house database
- Handling customer enquiries professionally and promptly
- Developing and nurturing customer relationships
- Arranging transport through liaison with our hauliers
- Allocating stock to achieve on-time delivery
- Production planning for three manufacturing lines
- Monitoring customer forecasts through data analysis

### Applicants must:

- Have minimum qualifications of A level or equivalent
- Be able to build good customer relationships
- Have excellent verbal and written English skills
- Be proficient in Microsoft Word and Excel
- Be confident with division and multiplication
- Work well in a fast paced environment

We are committed to delivering a first-class service to our customers and our sales coordinators are key to that success. Attention to detail is essential for processing orders and completing the required paperwork for our deliveries to nationwide bakeries. This role will involve liaising with production, warehousing and logistics teams to ensure on-time deliveries for the satisfaction of our customers.

We offer a comprehensive training programme for those individuals wishing to further their career and we pride ourselves in developing staff to maximise their potential.

**Salary:** £24 – 27K gross per annum

**Non contractual benefits:** Christmas bonus, fuel allowance and utilities bill assistance

**Hours of work:** 8.30a.m.-5.00pm with a 30 minute unpaid lunch break

### Kudos Blends Limited

Registered Office: Old Station Business Park, Cleobury Mortimer, Kidderminster, DY14 8SY, UK.

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