

Sales Co-Ordinator

Forming strong relationships with our customers is an essential part of the role of a sales coordinator. If you are confident speaking on the phone, with a keen eye for detail, come and join our sales team to help provide the professional service our customers expect.

Based on the Shropshire/Worcestershire border, we are an award-winning food ingredients company supplying national and international industrial bakeries.

Benefits

- Performance-related pay reviews and bonuses
- Thorough induction process and training with exposure to the entire business
- Pension scheme
- On-site gym
- Career progression for the right person
- Friendly staff with a can-do, positive attitude

Key responsibilities include:

- Processing customer orders on Sage accounts package and in-house database
- Dealing with customer enquiries
- Development of customer relationships
- Arranging transport through liaison with our hauliers
- Allocation of stock to achieve on-time deliveries
- Working with the production team to ensure correct stock is held

The ideal candidate must:

- Be able to build good customer relationships
- Have excellent verbal and written English skills
- Have an extremely strong knowledge of Microsoft Office
- Be well presented, polite and professional
- Remain calm and work well under pressure

We are committed to delivering a first-class service to our customers and our sales coordinators are key to that success. Processing orders for delivery to nationwide bakeries with attention to detail for the paperwork is essential. This role will involve liaising with production, warehousing and logistics 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.

Please note that, due to the rural location of our business, it is essential you are able to drive as there is no public transport.

Job Type: Full-time, Permanent

Salary: £23,000-£28,000 per year

Kudos Blends Limited

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

☎ +44 (0)1299 271 333 ✉ info@kudosblends.com www.kudosblends.com