

## **SALES COORDINATOR**

### **Job Description**

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 10,000 employees, 50 branch offices and 500 trade and service partners world-wide.

We are currently looking for a full time Sales Coordinator to work within our Sales team. The successful candidate will report directly to the Sales Office Manager (Industrial & Offshore Sales).

#### **Key Responsibilities:**

- To answer customer queries promptly.
- Translate orders into a format that allows them to be processed efficiently through the system and in accordance with the quality manual procedures.
- Ensure that stock is allocated to each order without duplication.
- Liaise with other departments to ensure that delivery deadlines are met.
- Work with colleagues to solve any problems that might affect “on time” despatch, i.e., credit, availability, returns etc.
- Support engineers with feedback on enquiries, customers, or market information.
- Prepare and distribute quotations in accordance with the quality manual procedures.
- Prepare and distribute despatch documentation to ensure goods are despatched on time.
- Liaise with product specialists and sales personnel in the UK on matters relating to product specification or availability.
- Offer support to customers, sales engineers, and colleagues within your team.

#### **Profile**

The nature of the role means we are looking for someone with excellent interpersonal skills who is comfortable working within a team environment. The ideal candidate will possess the following attributes:

- Previous experience of working in a Sales Coordinator role.
- Self-motivated with the ability to adapt to fluctuating work demands and multiple priorities.
- Well organised, conscientious, and hard working.
- Excellent communication skills, both verbal and written.
- Good working knowledge of SAP, Excel, Word, and Outlook.
- Ability to prioritise and manage own time.
- Pays attention to detail.
- High level of accuracy.
- Flexibility.

**Hours of Work:**

The Sales Coordinator will work 08:30 to 17:00 Monday to Thursday, and 08:30 to 16:00 Friday, 37.5 hours a week. Hybrid working available after training period.

**Location:**

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position, please forward a covering letter and CV, including salary expectations, to [recruitment@hydac.co.uk](mailto:recruitment@hydac.co.uk).