

SALES COORDINATOR - MOBILE SALES Job Description

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 8000 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 Mobile Sales team. The successful candidate will report directly to the Mobile Sales Office Manager.

Key Responsibilities:

- Processing and releasing orders using SAP
- Checking customer order confirmations
- Emailing confirmations to customers
- Answering sales enquiries regarding orders and despatches, from customers
- Taking ownership of allocated customer accounts
- Amending existing Schedule Agreement on SAP
- Releasing delivery notes to the Warehouse for packing and despatch
- General administrative support to the Mobile Sales 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
- Ability to prioritise and manage own time
- 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 IT skills using Excel, Word, and Outlook

Hours of Work:

The Sales Coordinator will work 08:30 to 17:00 Monday to Thursday, and 08:30 to 16:00 Fridays, 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.