



JOB SPECIFICATION

Post: Internal Projects Co-ordinator
Dept: Group Projects Office Unit 17
Reports to: Group Projects Manager

Main duties & responsibilities

- Answering incoming telephone calls.
- Preparing & pricing quotation enquiries.
- Chasing up quotations.
- Review incoming orders.
- Scheduling roll out deliveries in accordance with the customers request and our purchasing, production & transport departments.
- Calling existing clients to see if they have any order enquiries / leads.
- Cold call prospective clients to develop a relationship and see if they have any order enquiries / leads.
- Creation of operating & maintenance manuals for certain contracts/projects
- Processing purchase orders
- Processing equivalent requests
- Updating and monitoring of national roll out contracts
- Other sales related duties which may arise from time to time.

Reports to

- Group Projects Manager on a day to day basis.

Post requirements

- Ability to sell
- Ability to recognise sales potential
- Good understanding of Excel spreadsheets
- Confident & polite telephone manner
- Good understanding of our product range
- Knowledge of all rebate structures
- Highly organised & self motivated
- Reliable
- Flexible
- Smart appearance – **No denim**