

Sales Co-Ordinator (Full Time) total-play Ltd

Are you an experienced Sales Administrator/Co-Ordinator looking for a new challenge?

Market leaders in the design and installation of natural and non-turf sports pitches, total-play Ltd is looking for a new Sales Co-Ordinator to join its growing team. We are searching for a well-spoken, well organised person to manage our collaborative sales efforts across the UK. The sales co-ordinator should seek to encourage relationships with existing clients and potentially new customers. Working either from home or the company's head office in Quinton Green, Northampton you'd be responsible for supporting our busy sales team as they negotiate, plan and manage projects across the UK.

Ideally midlands-based (if home working you'd need to spend a couple of days a month in the office for meetings and team catch-ups) you'll be a motivated self-starter with great organisational skills. This will be a fast-paced and varied role, with wide ranging tasks to support our growing sales team.

Key Responsibilities:

- Responding, engaging and qualifying inbound leads and enquiries
- Working across the sales team to provide support throughout the project development and sales process
- Providing an excellent and efficient service to all customers
- Generating new customers through actively pursuing cold, warm, and qualified leads
- Engaging customers to expand awareness and ensure customers have a good understanding of our product portfolio
- Processing of customer orders
- Actioning customer queries, calls and emails promptly in a polite and professional manner
- Keeping customers up to date with the latest practices, products, and promotions
- Working with marketing team to maintain flow of project-based content to social media

Key Attributes:

- Proficient computer skills
- Polite, courteous and customer-focused
- Excellent communication, influencing and problem-solving skills
- Professional and friendly communication skills when conversing either face to face, over the phone or by email
- Ability to work under pressure
- Excellent customer relationship management
- Highly organised
- A great team player with the drive and the ability to work alone and be self-motivated
- Positive team ethos
- Full driving license
- Willingness to learn
- An interest in – or knowledge of – cricket is desirable, but not essential

Benefits:

- Flexible working – home or office based
- Above market rates of pay & pension contributions
- Working for a dynamic, privately owned market leader in its field
- Company-paid training and personal development opportunities

Salary: £28,000 - £35,000 dependent on experience/skillsets and will be negotiated upon a job offer.

To apply: Please send your C.V. to tm@total-play.co.uk
www.total-play.co.uk