

Job Description – Sales Coordinator



Job Title:	Sales Coordinator
Department/Group:	Sales Team
Location:	Bodiam, East Sussex, TN32 5BS
Position Type:	Full time 08:30 to 17:00 – 1 Hour Lunch
Holiday Allowance:	20 days per annum + bank holidays, raising by one day per full year to max 25

Job Description

OVERVIEW

A new permanent position has arisen to join the Sales team at a dynamic company – GreenBlue Urban located at a new purpose-built premise in Bodiam, East Sussex. The role of the Sales Coordinator is to successfully support and follow-up both new and existing customers enquiries to generate live sales leads for Key Account Managers.

ATTITUDE AND CHARACTER

Primary attributes looked for from the candidate are as follows:

- A positive 'can do' attitude, self-motivated and goal driven
- Excellent attention to detail and accuracy
- Humility, Respectful & Courteous
- Ability to work under pressure and to set KPIs
- Reliable, tidy and well organized
- Efficient time management
- Ability to learn and adapt quickly
- Clear and concise communication qualities including excellent verbal communication
- Ability to work well alone and as part of a team
- Able to multi task, prioritise, manage time effectively, use own initiative
- Eager to contribute to the expansion of the company

ROLES AND RESPONSIBILITIES

The role requires the Sales Coordinator to gain and continually develop a full understanding of the company, values, products and services offered to positively promote GBU. Main duties include but are not limited to –

- Conducting sales calls regarding current pipeline projects from tender to tender awarded stage.
- Transferring projects, with all info, across to Account Managers when projects become live on site.
- Selling the value that GreenBlue Urban provides, via email and on the phone, whilst enhancing the company's reputation.
- Showing a competent level of product knowledge, to support GreenBlue Urban's customers within my remit.
- Using and understanding all elements and functions on CRM, or any other relevant company systems with accurate record keeping.
- Continually learn and develop in terms of our products, arboriculture, construction and telephone selling.
- Effectively manage one's own time to meet KPI call volumes, projects handed to AM's, deadlines etc

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- Contributing to sales strategy on new markets and opportunities, with cross departmental interaction as and when required.
- Assisting colleagues as and when required.

Please note this list is not exhaustive

SKILLS & EXPERIENCE

- Minimum six months of telesales experience preferably in a business to business environment, comfortable with speaking on the phone to new and existing customers.
- Aptitude and past experience of a business environment is vital
- Experience within the construction industry / builders merchant environments advantageous.
- Proficient with Microsoft Dynamics CRM system is desirable though not essential
- Skilled in Microsoft Office Suite
- To maintain a customer focused approach at all times
- To take ownership of actions, seeing them through to completion

STAFF VALUES

Our team operates by the following personal values. If your personality and work ethic fit these values, then don't hesitate to get in touch.

- Produc**T**ive
- Cr**E**ative
- Motiv**A**ted
- Cust**o**Mer Focused

- Willin**G**
- Relia**B**le
- Tr**U**stworthy

ADDITIONAL NOTES

- A full driver's license is necessary due to the location of the premises.