

JOB VACANCY - SALES COORDINATOR (MATERNITY COVER - 12 MONTHS)

Job purpose and scope:

To manage the sales and logistics operation for the Polymers business in line with the vision, mission and strategy of the company. The role requires interfacing with customers, transport companies, all Axion internal sections and S Norton staff, and working closely with the Polymers Production Manager, Business Development Manager and Commercial Operations Manager.

Location: Trafford Park, Manchester.

Working hours: 37.5 hours per week, Mon-Fri 08:00 - 16:00

Principal Duties and Accountabilities:

- Manage the sales and logistics activities for Polymers working closely with the Commercial Operations Manager and the Polymers Business Development Manager to ensure customers' deliveries arrive on time and in full;
- Work with the sales team to sell every tonne of output material that we make to the highest possible value-add end-user market;
- Responsible for ensuring that the product dispatched has been passed for quality;
- Servicing Polymers existing customers including sales orders and invoicing;
- Building and retaining customer relationships;
- Pro-active selling to existing and new customers;
- Keeping abreast of technology to ensure the systems are effective and efficient in delivering a high quality service;
- Attending exhibitions and events;
- Dealing with new enquiries and updating leads on Dynamics CRM;
- Creating and presenting sales data for both sites at the weekly operations meetings;
- Manage the monthly sales meeting;
- Manage the quarterly CRM sales meeting;
- Arranging all national and international palletised goods in and out for all sites;
- Line manage the Salford despatch Warehouse Operative;
- Enter copper sticks in copper sales tracker
- Monthly copper yield graph
- Update copper sales tracker
- Send offers of finished copper granules to the buyers
- Arrange insurance and transport of copper
- Prepare paperwork for dispatch of copper and order pallets for copper

Required qualifications/experience/competencies:

- Experienced sales manager with at least 5 years working in sales/customer service;
- Sage knowledge preferred but not essential;
- Positive, can-do attitude and self-motivated;
- Well organised and work well under pressure;
- Computer skills - experience in Word and Excel required;
- Problem solving skills;
- Excellent interpersonal skills;
- Full clean driving licence essential; and
- GCSE Grade 4/Grade C or equivalent in English and Maths.

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com or hand your CV and covering letter to Laura Smith, Commercial Operations Manager. Alternatively please post your covering letter and CV to:
Emma Barton, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Closing date for applications: Monday 26th August 2019
No agencies please