

JOB VACANCY - SALES COORDINATOR (SWAPP)

Job purpose and scope:

To increase added value at SWAPP by introducing new outlets for the products whilst retaining our existing outlets. To work closely with the Commercial Operations Manager, SWAPP Operations Manager, SWAPP Plant Manager, Transport and Weighbridge Coordinator, all Axion employees and the S Norton team. Arrange to meet with new and existing customers, investigating new sales opportunities.

Location: Trafford Park, Manchester (with occasional travel to Salford).

Contract: 12 months fixed term contract

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

Principal Duties and Accountabilities:

- Manage the sales and logistics activities for SWAPP, working closely with the Operations Manager, Commercial Operations Manager and the Transport and Weighbridge Co-ordinator to ensure customers' deliveries arrive on time and in full; and all parties are aware of changing outlets;
- Keep the Operations Manager informed of all new opportunities and work together to ensure the SWAPP sales strategy is achieved;
- Research and investigate new sales leads by visiting potential outlets and keeping aware of opportunities, as well as building relationships with hauliers, skip companies and other logistic suppliers of the waste industry;
- Organise material trials for new customers;
- Deal with new enquiries and updating leads on the CRM;
- Maintain and review commercial deals for all SWAPP inputs and outputs in accordance with our quality system;
- Prepare and update Customer Information Packs, including completion of duty of care documents and contract reviews;
- Ensure all paperwork is in place and in line with current legislation and keep abreast of up to date legislation which may affect sales efforts and report back to management;
- Ensure environmental and safety instructions are followed by suppliers and transporters, including duty of care visits;
- Respond to any quality issues with the material and arrange analysis of products when required;
- Prepare SWAPP output sheet and graphs for the previous week for the operations meetings and attend the weekly operations meetings as required;
- Attend exhibitions and events;
- Produce and circulate the output and sales activity weekly reports;
- Organise and attend monthly sales opportunities meetings;
- Assist with prices queries from S Norton and request set up of new and amend existing accounts in Recy;
- Work in line with the company SOPs; and
- Work in line with the company mission, vision and values.

Required qualifications/experience/competencies:

- Experience in sales with at least 3 years working in a sales role;
- Experience of working in the waste/recycling industry is desirable;
- Experience of working with quality control systems is desirable
- Positive, can-do attitude and self-motivated;
- Well organised and work well under pressure;
- Excellent computer skills, proficient in Microsoft Office;
- Problem solving skills;
- Strong organisational 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:
Jane Bennett, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Date posted: October 2019

No agencies please