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Sales Co-ordinator

The Role:

The Sales Co-ordinator is required to co-ordinate and oversee the daily sales enquiries and orders, and support the internal and external sales teams. They should also work to maximise all opportunities to assist in the growth of all aspects of BCS.

Key Responsibilities:

Customer service

Ensure the level of service provided to BCS customers is of the highest standard and all communications maintained

Ensure disagreements or issues are dealt with as a matter of urgency to minimise potential negative impact upon business

Quotes and requisitions

Ensure correct usage of the sales spreadsheet ensuring that all direct sales are logged, numbered and priced before the requisition is forwarded through to the relevant department

Ensure all enquiries are dealt with in a timely manner

Liaise with account managers on large enquiries and, where necessary, for bespoke items

Save all quotes within Syrinx system, and monitor follow up days on quotations raised daily

Customer support

Work alongside the purchasing department, ensuring that all required goods are purchased in a timely fashion to ensure that deadlines are met

Liaise with customer on queries relating to stock, transport etc, and agree a new delivery date

Sales support

Work closely with the external sales team and site agents

Where part-orders exist, ensure customers are kept updated with regular calls, especially if there are any delays

Ensure stock alerts are dealt with and sales orders split for any items currently out of stock

Liaise with procurement on all stock alerts to obtain due dates

Monitor overdue sales throughout each day

Ensure all filing duties are carried out on a regular basis

Key measures & targets:

75% of orders placed each day followed up with suppliers

Telephone queries answered within five rings

Follow up of customer quotes on daily basis

Key relationships:

Sales Manager and Internal and External sales teams

Purchasing department

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Good knowledge of PPE supplies
Experience of Microsoft Office package, in particular Excel
Excellent organisational skills, ability to prioritise and keen to meet deadlines
An approachable and friendly attitude
Ability to keep customers' interests at the heart of every task
Positive can do attitude
Self-motivated
Team player

Desirable

Plant hire/hire desk experience

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.