

Job Vacancy

Realise the next step
of your career

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk

Sales Office Co-ordinator



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that understands the individual needs of the client and the project.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Our portfolio embraces waterproofing systems, through to green roofs for supporting the local environment, to solar PV systems giving energy for sustainability, and blue roofs to attenuate stormwater and negate localised flooding.

Bauder is committed to delivering technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

‘you work with friends not colleagues’ (Area Technical Manager)

‘the Company really looks after you as a person’ (Technical Administrator)

‘there is a strong commitment to employees and sense of trust and fairness’ (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be reaccredited in 2024 for the third time at platinum level as well as achieving the ‘We invest in Wellbeing’ Gold award on our first attempt.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

May 2025 v2

Objective:

Working within a busy, fast paced, team orientated, customer focussed Sales office. The emphasis of the role will be to manage customer expectations by organising pricing of materials to meet project deadlines, previous experience in processing quotes, sales and purchase orders and invoices is preferred. The ability to problem solve and seek solutions is essential as is the ability to control workload with varying demands, whilst applying attention to detail with a diplomatic and pro-active approach. As an individual you will possess previous experience within a similar role.

Outline of main responsibilities:

Document processing:

- ⇒ Preparing Project Quotations
- ⇒ Processing Sales and purchase orders
- ⇒ Preparing/checking customers invoices
- ⇒ Data validation / attention to detail checking customer purchase orders/project information.

Extensive Customer focussed communications:

- ⇒ Proactively managing customer relations with both approved contractors, suppliers and external sales teams.
- ⇒ Managing inter-departmental communications relating to project quotes/orders/deliveries/invoicing.
- ⇒ Co-ordination of project pricing, deliveries and problem-solving customer queries
- ⇒ Ability to adapt communication style/approach to manage a diverse range of tasks throughout the project process.

- To Prioritise workload and manage time to meet department KPI's.
- Checking/monitoring stock levels to meet customer requirements
- Planning and scheduling customer deliveries to suit project timescales
- Working as an integral part of a busy team
- Providing support to other team members to meet the needs of the department/business
- General administrative duties to support Customer Service related tasks (non-conformances, credit note requests, returns, Invoice queries)
- Proactive participation in team meetings/workshops to expand knowledge and enhance team performance/development.

Key Skills/Qualifications/criteria:

- Sound administrative experience
- High degree of accuracy to support data validation/processing
- Experienced order processor
- Proven organisational abilities
- Excellent communication skills (both verbal and written mediums)
- Ability to work successfully within a fast-paced environment
- Ability to problem solve and seek pro-active solutions
- Ability to prioritise workload according to varying deadlines
- Previous knowledge or experience of logistics and delivery transport methods.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

May 2025 v2

- Proven advanced level of computer literacy – Microsoft packages Excel/Word/Teams
- Self-motivated, driven and dedicated to deliver & maintain exceptional customer service standards.

This job specification is non-exhaustive and subject to change as the company deems necessary.

Jan Carter, Sales Order Processing Manager



The sales office is a fast-paced customer focussed environment where we strive to exceed our customer's expectations.

We offer a dedicated service to all our customers through our sales co-ordinators who manage all aspects of the customer's requirements from initial quotation right through to the co-ordination of delivery on site. We strive to provide efficient and accurate processing to ensure the successful outcome for all our projects, ensuring our customers return again and again.

There is a great team dynamic where everyone regardless of their experience is able to bring something to the team, they pride themselves on their teamwork and support each other everyday to achieve their shared goals.

This new role has been created to boost our existing administration team who provide essential support to our sales office, providing data collection, reporting and management of key data/information to enhance our overall service.

If you are looking for a varied role within a rapidly growing team and want to share in our onward success, this could be the role for you, and I look forward to receiving your application.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

UNITED KINGDOM

Bauder Limited
70 Landseer Road, Ipswich, Suffolk
IP3 0DH, England
T: +44 (0)1473 257671
E: info@bauder.co.uk
bauder.co.uk

IRELAND

Bauder Limited
O'Duffy Centre, Carrickmacross,
Co. Monaghan, Ireland
T: +353 (0)42 9692 333
E: info@bauder.ie
bauder.ie

Respecting the planet

Reducing the use of materials



This document is only available in digital format to reduce the use of paper. If you need to print it, please recycle at the end of purposeful use.