



Job Specification

SALES OFFICE CO-ORDINATOR

Position type: Full Time, Permanent
Location Ipswich, Suffolk

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Introduction, about us:

Bauder is a leading international manufacturer of building construction materials. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centered upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name 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. 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 Sales 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 are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of only 78 Platinum accredited organisations in the UK.



Objective:

Working within a busy, fast paced, team orientated, customer focussed Sales Department. The emphasis of the role will be to process sales and purchase orders and liaise with transport companies and customers to organise and schedule deliveries to tight deadlines. 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 Responsibilities/duties:

- Sales and purchase order processing
 - Preparing quotations
 - Invoicing
 - Processing sales and purchase orders
 - Data input
- Extensive customer focussed telephone liaison
 - Warehouse and haulage contractors to organise deliveries
 - Ability to adapt approach to diverse range of contacts; Contractors, suppliers and internal personnel
 - Inter-company communications
 - Reception - telephone support
- Checking and monitoring stock levels
- Schedule and organise deliveries
- Gathering and entering/formatting information into department spreadsheets
- General administrative duties
- Working as an integral part of a busy team
- Providing cover for team members when required

Key skills/qualifications/criteria:

- Sound Administrative experience
- Experienced order processor
- Excellent organisational abilities
- Previous knowledge of logistics/transport coordination
- Ability to provide accurate quotations
- Excellent communication skills, via written and verbal mediums
- High degree of accuracy
- Proven experience of working to deadlines
- Ability to work within a fast-paced environment
- Problem solving ability
- Ability to prioritise workload
- Proven advanced level of Computer literacy - Microsoft Excel/Word/Access
- Motivated, driven and dedication to deliver and maintain high standards of service

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

Bauder is an Equal Opportunities employer