

Sales and Procurement Coordinator

Date Revised: June 2021



About the Job: To support the European Commercial Department in the generation of new business opportunities and the retention of existing customer business. The role involves liaising with a range of stakeholders, both internal and external to identify, record and document customer requirements and the raising of quotes, purchase orders and customer orders accordingly. The role also involves supporting the Regional Account Managers in the creation of customer reports, following up of sales leads and a further range of administrative tasks as required.

Reporting to: Commercial Director (Contracts)

This is what we need you to do...

To deal with customer queries in a calm and professional manner ensuring that key points are documented on our CRM systems	To raise customer orders through the CRM system in relation to equipment that has been sold by MIUS Ltd
To ensure that accurate quotes are raised in a timely manner and allocated to the appropriate Account Manager for approval before they are sent to the customer	To raise purchase orders through the CRM system in relation to equipment that has been purchased by MIUS Ltd
To support the Regional Account Managers in the preparation of information for customer meetings	To support the Commercial Director and Head of UK Sales & Procurement in the generation of internal and external sales reports.
To liaise with colleagues across other areas of the business to ensure that information in relation to sales and purchases of equipment is shared in a timely manner and work is completed within agreed timescales.	To undertake other duties related to the nature of the job and its level of responsibility.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and MIUS reserves its right to amend or add to the accountabilities listed above.

Experience

- Relevant administrative experience for the role
- Experience of working as part of a team.
- Experience of working with internal and external customers
- Experience of working to deadlines

Knowledge, Skills and Understanding

- Excellent communication skills, both written and verbal
- Good level of IT skills, with experiencing of using all Microsoft packages
- Good time management skills

Behavioural attributes

- Ability to manage own workload and work on own initiative
- Ability to deal with conflicting priorities and meet the demands of working in a busy office
- Flexible and adaptable
- Attention to detail
- Good organisational skills

Education & Qualifications**Essential**

- Educated to GCSE level in Mathematics and English to Grade C or above (or equivalent)

Desirable

- NVQ 3 Business Administration or appropriate equivalent qualification