

Job Vacancy



Business Development Coordinator – Polypipe Civils & Green Urbanisation

We are looking to appoint a Business Development Coordinator to join our Commercial Team based at our Loughborough site, working with an established team of Business Development Coordinators, reporting to the Business Development Supervisor.

This is a full-time position working 40 hours per week, Monday- Friday, 08.30-17:00pm.

Role Outline

Responsible for managing incoming sales opportunities and tracking them across the different stages to order placement. Focus on delivering remarkable customer experience through this process. Ensuring every interaction is efficient and consistent.

Core Responsibilities

- Coordinate all enquiries received for your designated area, capitalise each opportunity by offering the full sales package and ensure all enquiries pass through the order process efficiently.
- Increasing profitability of the business through generation and follow up of enquiries, building relationships with customers and ensuring pricing is maximized and accurate.
- liaison with the external sales teams, including monthly meetings with assigned Technical Sales Managers.
- Pro-actively chase and win orders to a set target, meet/exceed targets and KPI's set.
- Build positive relationships with both internal and external customers.
- Work as part of a team and contribute to business objectives.
- Develop and maintain a managed log of potential order opportunities.
- Prioritise and multitask daily duties.

Key knowledge, skills and abilities

- Customer focused
- Previous internal sales experience
- Proven experience of relationship building is desirable
- Customer focused
- Product knowledge is desirable
- Attention to detail
- Ability to establish excellent working relationships with colleagues

To apply for this position, please submit an up-to-date CV along with a covering letter to Jo Edenbrow, HR Advisor at cgu.hr.team@polypipe.com.

Closing date for applications is Friday 3rd February 2023

