

Polypipe Civils & Green Urbanisation

Opportunity Coordinator (Maternity Cover), **Loughborough**

We are currently looking to recruit an ambitious Opportunity Coordinator to work within the Commercial team at our Loughborough site on a temporary, 12-month fixed term contract.

This is a full-time, opportunity reporting directly to the Opportunity Supervisor, the Opportunity Coordinator will deliver a credible and professional service to both internal and external customers.

The primary focus for this role is to provide a timely and accurate quotation service to our customers. Issuing these quotations in accordance with department procedures and making sure they all reach our customers on time.

Daily tasks and accountabilities include:-

- To comply with and maintain the systems and processes used by the business
- Sending quotations out to external customers with supporting information
- Keeping up to date with product knowledge
- Accuracy and efficiency when dealing with an opportunity
- Liaison with various departments and roles to keep internal stakeholders informed of the opportunity

Applications are sought from candidates who have a minimum of 2 years' work experience within a telesales / internal sales environment, ideally gained within the construction industry. It is



advantageous that the successful candidate has familiarity with using CRM database systems.

This role requires someone who is adaptable, self-motivated and is driven to deliver exceptional customer service with the ability to multi task to ensure they achieve departmental deadlines. You must be proficient in all Microsoft Office applications and have good attention to detail.

People are at the forefront of everything we do, we have a unique culture where you can be yourself, contribute your ideas to make continuous improvements and take pride in achieving results to support the overall success of our growing business. We recognise the value of investing in our people through comprehensive training and personal development courses. Along with a competitive rate of pay, a variety of shift options to support a healthy work-life balance our comprehensive benefits package which includes: -

- Save as you earn Sharesave Scheme
- Monthly attendance bonus for hourly paid employees
- Bonus schemes (Monthly commission upon completion of probationary period)
- Contributory pension scheme
- Life assurance (linked to pension scheme membership)
- Access to a variety of high street discounts via our Network Benefits employee benefit
- Cycle to work scheme
- Free flu vouchers
- Various health & wellbeing initiatives including complimentary occupational health on-site physiotherapy and counselling services
- Employee Assistance Programme with 24/7 confidential telephone helpline support
- Staff discount on all Genuit Group products
- Free on-site parking

Should you wish to apply for this position please send your CV and covering letter to civils.careers@polypipe.com

