

Sales Support Co-ordinator

We have an exciting opportunity for a dynamic, multi-skilled and motivated team player to join our expanding business.

As Sales Support Co-ordinator you will be involved in all aspects of the Wholesale Sales and Marketing department.

The role is very varied, but key tasks would include:

- Prepare and send out quotes to customers
- Build relationships with existing and new customers and suppliers
- Responsible for the full order process
- Assisting with the social media and website content including analytics
- Maintaining excellent customer service standards at all times

This role will suit you if:

- You have some experience in the industry and / or plant knowledge
- Are a hard-working dynamic team player, with an adaptable and flexible working approach
- Some marketing experience would be beneficial, however not essential
- You can work accurately and quickly to respond to tight deadlines
- Good administration, organisation and time management skills
- Ability to build and maintain relationships
- Excellent communication skills and proficient use of Microsoft applications
- You are highly motivated and enthusiastic with a drive to succeed

Why work for us?

- A generous staff discount
- 24 days holiday
- Auto Enrolment into Pension Scheme
- Free on-site parking
- Friendly and ever-changing working environment

This role is a full-time permanent position.

Salary: Dependent on experience

If you feel you are the right candidate, we would love to hear from you. Please email your CV to Laura Bissett: laura.bissett@hortusloci.co.uk

We are sorry but it is not possible for us to respond to applicants who are not successful.