

Job title: Sales Support Coordinator
Location: Cardiff
Hours: 8:30am – 5:00pm: Monday to Friday
Salary: Competitive, depending on experience
Reporting to: Sales Director

The company:

Forward Waste Management is a dynamic and focused company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector.

Privately owned and established for over 15 years, the company is a successful formation of three trading divisions achieving £10m annual revenue through a 40-strong team of highly competent and dedicated qualified waste managers, engineers and support staff. We serve an enviable client list of well-known blue-chip brands, our fast paced, service excellence led business always looking to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house and outsourced truck fleet facilities and fully licensed waste transfer operations. The company also manages its own sizeable equipment rental fleet, supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment and repair services, from its 50,000 sq. ft. facility based at Cardiff.

The role:

Due to continued growth, we are looking for a Sales Coordinator to work with the sales teams providing support through the company sales process, Providing administrative support to a growing sales team.

- Working with and supporting the sales team, typing and preparing quotations for presentation to clients, including the inputting of graphics charts and calculations.
- Creating and collating sales reports / results analysis
- Work closely with the operations team gathering information for cost of sales
- Raising quote reference numbers when requested from the sales team
- Assisting with the creation and ordering of marketing collateral
- Researching and targeting potential prospects for the sales team, including occasional appointment making
- Dealing with sales enquiries via telephone, email and website enquiries
- Preparing and arranging lunch and refreshments for Sales and Board Meetings
- Arranging travel and meetings
- Updating and managing the company website
- Posting updates over the company social media platforms
- Creating and sending email campaigns
- Occasional event management
- Assisting the sales team with additional ad hoc requests
- Upholding the brand identity

Skills & experience:

- Strong IT skills – experience of using the MS office suite is essential, with experience of the Adobe Creative Suite advantageous

- Experience of working in a fast-paced environment, with the ability to multitask
- Excellent communication skills, both written and verbal
- Experience of working in a B2B environment

The ideal candidate:

- Proactive, driven able to work to tight deadlines
- Inquisitive and incisive with a lateral thinking attitude
- Clear communicator with the aptitude to gain trust and confidence of both clients and colleagues
- Strong attention to detail
- Able to use own initiative
- Flexible and adaptable approach to support the team and business through growth
- Able to work unsupervised and to successfully complete tasks within tight deadlines.
- Will adapt comfortably working both independently and as part of a team

To apply for this role, please forward an up to date copy of your CV and / or covering letter to hr@forwardwaste.co.uk.

Strictly NO agencies.

Please note that all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles, please contact the HR Department via email: hr@forwardwaste.co.uk to confirm your consent. You are free to withdraw your consent at any time by way of emailing.