

Internal Sales & Projects Co-ordinator Seals (Aberdeen)



A fantastic opportunity has arisen within Ceetak Ltd, a leading provider of sealing solutions, for an **Internal Sales & Projects Co-ordinator** to work in a busy team within our Aberdeen operation.

Our capabilities include design, development and full supply chain management. Headquartered in Bedford, the company has been established for over 50 years, experiencing a healthy growth year upon year. We are dynamic, fast paced, and engineering led. We operate in several key markets such as Oil & Gas, Automotive, Life Sciences & Medical, Aerospace, Military/Defence, and heat sealing solutions for process and packaging customers.

Our Aberdeen operation is focused on supplying the Oil & Gas industry, and this role is ideally suited to someone with a background in sales and supply into this industry.

Main Responsibilities:

- Efficiently and accurately processing customer enquiries and purchase orders
- Dealing with customer problems/issues, quality concerns & complaints
- Following up high value quotes & reporting feedback to Operations Manager & Account Manager
- Generating and issuing customer quotations through the company's CRM system
- Using company ERP system to obtain information, generate documents/reports & create/maintain records
- Answering and distributing incoming calls, responding to emails and following up sales leads
- Liaising with customers and suppliers to ensure projects/sales orders are delivered on time and in good order. Sending out RFQ's
- Using customer web portals to submit quotes/acknowledge orders/submit certificates & other customer specific documents
- Using supplier web portals to obtain commercial & technical information
- Efficient and responsible project management of sales opportunities/projects
- Co-ordinating the project through its life cycle from initial opportunity through to delivery and potential repeat business
- Scheduling and communicating customer deliveries
- Accurately generating new item part numbers, BOM's and works orders
- Promptly issuing sales order confirmations against all customer purchase orders
- Updating and maintaining the company's CRM & ERP systems. Proficient record keeping and document management. Using the CRM system and processes to actively manage enquires and projects through the business
- Processing customers certification requirements via their online portals
- Actively involved and participation with team meetings and resulting actions
- Working in accordance with the businesses best practices and Quality Management Systems.

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Key skills:

- Internal sales experience
- Commercial knowledge – experience dealing with quotes/tenders/contracts/orders/margins/currency conversions etc
- Numerate
- Good communication skills - written and verbal
- Personable with positive can-do attitude
- Administration experience
- Logistics experience – dealing with imports/exports etc
- Problem solving skills
- Adaptable
- Analytical
- Good time management
- Ability to handle pressure / deadlines
- Technically minded – experience dealing with CAD drawings / technical specifications etc
- Experience buying and selling engineering products (seals experience ideal but not essential)
- Good IT skills including Microsoft Office and experience dealing with ERP / CRM systems.

Key skills are preferred, however not mandatory for the right candidate.

Salary and benefits:

Salary £30,000 - £34,000 (depending on experience)

- Bonus scheme
- Contributory pension
- Healthcare scheme

How to apply:

Email your CV to recruitment@ceetak.com

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Applicants can review our privacy notice on our website:

<https://ceetak.com/job-applicant-privacy-policy>

If you require any assistance with your application, please let us know.

We reserve the right to appoint before the closing date.