

Internal Sales & Projects Co-ordinator Seals (BEDFORD)



Ceetak Ltd is a leading provider of innovative sealing solutions, catering to a wide range of industries with high-quality products and expert technical support.

With a strong reputation for excellence and due to continued growth, we are looking for a **Sales & Projects Co-ordinator** to join our busy team at our Head Office in Bedford.

Our capabilities include design, development, quality control and supply chain solutions. Headquartered in Bedford, the company has been established for 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 & Medcial, Aerospace, Military/Defence, and heat sealing solutions for process and packaging machinery customers.

Main Responsibilities:

- Efficient and responsible project management of seals opportunities/projects. Co-ordinating the project through its life cycle from initial opportunity through to delivery and potential repeat business
- Assisting the Management Team with supporting a customer base with exceptional service
- Generating and issuing customer quotations through the company's CRM system
- Ensuring business margin targets are suitably met and maintained
- Efficiently and accurately processing customer enquiries and purchase orders
- Promptly issuing sales order confirmations against all customer purchase orders
- Answering and distributing incoming calls and following up sales leads
- Accurate data analysis to assist in customer requirements and business decision making
- Liaising with customers and suppliers to ensure projects/sales orders are delivered on time and in good order
- Scheduling stock requirements and communicating customer deliveries
- Accurately generating new item part numbers, BOM's and works orders
- Updating and maintaining the company's CRM system
- Accurate record keeping and document management. Using the CRM system and processes to actively manage enquiries and projects through the business
- Processing customers certification requirements via their online portals
- To be actively involved and participate with team meetings and resulting actions
- Working in accordance with the organisation's best practices and Quality Management Systems.

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Key skills:

- High level of customer service
- Commercial knowledge
- Sales experience
- Problem solving
- Team player
- Good communication skills
- Pro-active and able to work on own initiative
- Purchasing and stock control experience
- Numerate
- Technically minded
- Positive, can-do attitude.

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

Salary and benefits:

Salary £30,000 - £35,000 (depending on experience)

- Bonus scheme
- Contributory pension
- Healthcare scheme

How to apply:

Email your CV to recruitment@ceetak.com

Ceetak is an Equal Opportunities Employer, committed to the strength of a diverse workforce.

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.