

Sales Coordinator - Surfachem Polska

We are looking for an enthusiastic Sales Coordinator to create a reliable support for the External Sales Team through efficient management of customer service, purchasing and logistics.

Working within the chemical industry, you will be in a busy environment, dealing with innovative and sustainable raw materials. Locally, you will join a small and enthusiastic team which has full support of global organisation of the wider Surfachem Group. The role is very autonomous - great for a self-driven and calm individual who thrives working on their own initiative. Throughout your journey with us, we will encourage you to take ownership of any business opportunities you identify and to suggest improvements.

About Surfachem

Surfachem, a 2M Group Company, is a leading, global distributor of speciality chemicals. We distribute an extensive portfolio of speciality chemicals into a range of application areas, including our core markets - Personal care, Household, Institutional and Industrial care, and Pharmaceuticals. Working with industry-leading manufacturers, Surfachem acts as a synergistic link between our suppliers and customers to deliver chemistry for a better life. From start-ups, to supermarkets and multinational brands, our ingredients are a fundamental part of your everyday routine.

What we offer

Job type: Full-time

Salary: Competitive

Work environment: Flexible – Home or office based

Location: Warsaw, Poland

Key Responsibilities

- Provide service and develop relationships with customers in coordination with External Sales
- Work in partnership and support External Sales in their daily tasks creating an efficient back-up
- Action all customer and External Sales enquiries promptly and efficiently
- Arrange and coordinate purchasing and shipping for local entity efficiently in time and cost
- Support development of vendor relationships in coordination with relevant teams of Group
- Perform outbound proactive sales calls and join marketing activities when required

Skills, Qualifications & Experience

Essential

- Trade, logistics or chemical background
- Knowledge of purchasing and its procedures
- Experience in logistics and imports
- Great communication skills.
- Strong time management
- Commercial awareness
- Comprehensive understanding of Microsoft Office
- Fluent Polish and English
- Driving license B

Desirable

- Experience from customer service position
- Confident working in a sales environment
- Understanding of chemicals distribution environment

Apply

To apply for this role, please send to info@surfachem.pl your up to date CV detailing how your experience matches the requirement of the role.

Email info@surfachem.pl to apply