

Area Sales Coordinator

We are looking for an Area Sales Coordinator to join our friendly team. Working closely with an external account manager, the successful candidate will be responsible for supporting their assigned external account manager and maintaining positive customer relationships. When you join us, you will have the opportunity to learn more about the chemical industry, our customers/suppliers, and our innovative product range. This role is particularly suited for someone who is looking to begin a career in Sales, or recent Life Sciences graduates looking to take their first step into the chemical industry. The successful candidate will gain sales and commercial acumen whilst also being given a thorough introduction into the chemical industry, that can then later be applied to other roles within Surfachem and the wider industry.

The overarching objective of the Area Sales Coordinator is to respond to all customer queries in a timely manner and provide excellent customer service at all times.

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 / Part-time / Temporary

Salary: Competitive

Work environment:
Flexible - Home-based / office-based

Location: Head Office
– Site, Country

Work-life balance: Leeds city centre location with excellent public transport links, work-from-home options, family friendly and flexible working hours, holiday allowance – 23 days on starting plus UK Bank holidays, companywide bonus scheme, casual dress Fridays

Health & wellbeing: Free standard eye tests, family healthcare/private medical scheme, open plan office with free fruit, tea, coffee and juice, free counselling app for all employees

Career progression: Study support and study leave for professional qualifications, excellent and genuine career progression opportunities, option to apply for the 2M Future Leaders' programme

Community and volunteering: A chance to be involved in our CSR initiative, the 2M STEM programme, volunteering with kids in schools, volunteer paid time off – 2 days per year

Key Responsibilities

- Develop and maintain customer relationships.
- Action all incoming customer enquiries promptly and efficiently.
- Comprehensively promote Surfachem product range and services to all current and prospective customers
- Work in partnership with an External Account Manager.
- Perform outbound sales calls and joint visits as directed by Account Managers.

Skills, Qualifications & Experience

Essential

- Great communicator who can manage customer relations
- Strong organisation and time management
- Commercial awareness
- Good attention to detail
- Comprehensive understanding of Microsoft Office

Desirable

- Confident working in a sales environment
- Full UK driving license