

Internal Sales Coordinator

(Full-time position)

Do you have a passion for customer service and sales, with an interest in science, that can be later applied to other roles within the wider industry?

Are you a great communicator that can deliver exceptional customer service in a busy environment?

Looking for an exciting new challenge working for a growing, successful, and innovative company where your hard work and creativity is valued highly?

As part of our Internal Sales team, you will be integral to the success of our customer relationships.

Joining a friendly team in which we encourage great teamwork and collaboration, our team of Internal Sales Coordinators make sure that our customers feel known, cared for, and well supported.

What you'll be doing...

In joining this fantastic business you will have the opportunity to learn more about the chemical industry, its key customers/suppliers, and the innovative product range that Surfachem offer.

- Inputting customer orders onto our Sage/Microsoft Dynamics system
- Developing and maintaining customer relationships
- Actioning all incoming customer enquiries and providing quotations
- Comprehensively promoting the company's product range and services to all current and prospective customers
- Working in partnership with a field based External Account Manager to proactively increase sales

Your background...

Must have...

- Exceptional communication
- Strong organisational skills
- Efficient and thorough, with an excellent attention to detail
- A flair for multi-tasking and deadline management
- Able to work independently and as part of a team
- Proficient in Microsoft Office

Nice to have...

- Experience with order processing
- Customer Service experience
- Export knowledge
- Confident working in a sales environment
- Life-science degree

What we can offer you...

- Hybrid working: minimum of 3 days a week in the office
- 35 hours per week flexible working hours
- Career development opportunities
- A dynamic and friendly environment
- Generous holiday allowance with buy/sell holiday scheme
- Mental and physical wellbeing initiatives
- Volunteering days

A bit about us...

Surfachem is a chemicals distributor based in the UK, with offices throughout Europe. We sell the building blocks of thousands of products which you'll use every day including cosmetics, beauty products, pharmaceuticals, and cleaning solutions.

Our customers come to us for market knowledge and technical support, so that they can develop the next generation of consumer products. Beyond that, we are a friendly team that work together to get things done.

We trust and respect everyone equally and fairly and encourage our people to be truly creative and think outside the box.

Email recruitment@surfachem.com to apply