

<b>Job title:</b>	Commercial Coordinator – 12 month Fixed Term Contract
<b>Department:</b>	Sales
<b>Reports to:</b>	Sales Office Supervisor
<b>Responsible for:</b>	n/a
<b>Location:</b>	Terberg Matec Warrington
<b>Hours of Work:</b>	37.5 Hours per week
<b>Closing date:</b>	

**Our values:**

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



**Job Purpose:**

You will be supporting the overall Sales Function of the Business and will help grow and expand the Sales Office.  
This role will involve collaborating with all departments to support the overall Business aims.

**Main Duties and Responsibilities:**

- Issuing quotations to customers in a timely manner.
- Raising purchase orders for capital equipment and planning delivery in line with customer expectations.
- Analysing and Invoicing jobs
- Processing & planning new sales orders
- Managing orders from point of quotation through to completion
- Generate relevant KPI reports
- Support external Sales Team

**Accountabilities & Commitments Required:**

- Ensuring that all sales documentation is accurate and kept up to date.
- Identifying anomalies and trends in data
- Work as part of a team and collaborate with other departments.
- Assist in any other areas of the business where required or needed
- Continually seek to improve processes
- Provide customers & colleagues with key knowledge as and when required



### **Quality & Environmental Responsibilities:**

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team [recruitment@dennis-eagle.co.uk](mailto:recruitment@dennis-eagle.co.uk)



Criteria	(E)ssential / (D)esirable
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<b>Knowledge</b>	
• Previous experience working in an Office Environment .	E
• Previous knowledge of the refuse industry	D

<b>Experience</b>	
• Experience of using back office tools to generate internal business reports	D
• Extensive Microsoft Office knowledge – Specifically Excel	E
• Extensive experience of office administration tasks including creating & evolving documentation, tasks & processes	D
• Self-motivated, ability to work with minimum supervision	E
• Experience working in an office administration role.	E

<b>Education / Qualifications</b>	
• GCSEs Grade A-C (Maths & English) or equivalent.	E
• MS Qualification (s).	D
• Educated to A Level or equivalent.	D

<b>Job-related skills &amp; abilities</b>	
• Demonstrate strong communication & interpersonal skills both written & verbal	E
• Excellent planning & organisational skills	E
• Impeccable time keeping	E
• Self-Motivated with the ability to operate to a high standard as part of a team or on own initiative	E
• Ability to prioritise workload effectively with attention to detail	E
• Ability to multitask and deal with a varying workload in type / volume of work	E
• Ability to analyse and present data	E

<b>Other requirements</b>	
• Flexible approach to work	E
• Ability & willingness to travel throughout the UK if required	D
• Willingness to learn new skills	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name \_\_\_\_\_ Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Manager name \_\_\_\_\_ Manager signature \_\_\_\_\_ Date \_\_\_\_\_

