



Sales Coordinator

clever light solutions

We are looking for an astute sales coordinator, who could support and manage key sales accounts for a number of existing and potential national and international customers. This full-time internal sales role is to be based in our head office in Ulverston.

Forge is a market leader in designing and manufacturing LED lighting solutions based on client needs. This is a rapidly developing technology sector where the variety of applications is significant and fascinating.

Key Responsibilities:

- Research, find, prospect and qualify sales opportunities for new and existing products via telephone and email
- Sales Account Handling
- Dealing with customers on the telephone
- Development of customer accounts
- At times when the company exhibits at trade fairs you may be asked to attend
- Supporting the planning and organisation of activities and processes within the Commercial Department
- Updating and managing databases
- Preparing data and reports for internal and external use using various I.T. software
- Interpreting drawings and sourcing technical items for Bills of Materials
- Customer liaison via telephone and email
- Support external sales team managing customer enquiries
- General Administrative duties

Key skills, experience and qualifications required:

- Enthusiastic with good organisation skills and the ability to work to tight timescales
- Ability to develop a strong understanding of our technical products
- Self-motivated and tenacious with a good eye for detail
- Excellent communicator
- High level of IT skills especially in Microsoft Office and Excel. Knowledge of Sage an advantage but not required.
- 5+ GCSEs at A*-C or equivalent including Maths, English Language and a Science and 2 A levels or equivalent. Graduate preferred, but not essential if candidate has either successful experience in similar role or a compelling story as to what else they bring professionally to this role
- Effective problem solving skills
- Good teamwork skills with an enthusiasm for disseminating information about new products and new sales opportunities

Forge Europa Limited
The Old Railway,
Princes Street,
Ulverston, Cumbria,
LA12 7NQ United Kingdom

tel: +44 (0)1229 580000
fax: +44 (0)1229 586890
email: info@forge-europa.co.uk
www.forge-europa.co.uk



Registered in England No. 2902591



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Why work for us?

In addition to a rewarding career, great working atmosphere, competitive salary, excellent transport links and flexible working hours you can walk straight out of work and into the Lake District. With its open spaces, bustling towns, many festivals and huge number of pubs, restaurants and clubs the opportunities for both adventure and leisure are immense.

This is a full time role (37 hours, Mon-Fri) reporting directly to the Commercial Office Manager

To Apply

CVs welcome when accompanied by a completed application form. Applicants should also submit a covering letter explaining their motivation for applying for this role and how their specific skill set means they are suited to this role.

Please visit www.forge-europa.co.uk or contact jobs@forge-europa.co.uk or phone 01229 580000 to receive an application form.

Closing date for applications is Friday 17th March 2017.

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