



Engineering progress  
Enhancing lives

# Sales Coordinator, Building Solutions

## Irlam, Manchester

As a premium brand for polymer based solutions, REHAU is a leader in the fields of automotive, construction and industry. Our systems you will encounter every day in every situation. Over 20,000 employees in more than 170 locations worldwide: REHAU is the place to build a career, so why not contact us and join our team today!

### Your Role

We require a Sales Coordinator to support our Building Solutions business. Responsibilities are:

- Being the first point of contact for customers for order processing and dealing with enquiries;
- Liaising with customers along with our manufacturing plants and warehouses, to ensure our products are delivered to site as and when required;
- Ensuring the right level of customer care standards are met;
- Providing administrative support to the sales team;
- Liaising with credit control to keep customer accounts up-to-date;
- Developing business relationships with both new and existing customers by phone using your proven telephone techniques;
- General administration.

### Your Profile

With a good standard of education, you must be computer literate with excellent communication skills, hardworking and conscientious. You must have excellent organisational skills and the ability to self-motivate. You should demonstrate the ability to work on your own initiative as well as part of a team within a busy customer-orientated sales office. You will be confident supporting both our customers and external sales team, with a good telephone manner to build rapport quickly and easily.

Knowledge of construction industry products an advantage but not essential as full training will be given.

We rate enthusiasm and a desire to learn more than specific qualifications and experience.

Interested?

Please send your CV to Adele Taylor Tel: 01989

762689 E: [adele.taylor@rehau.com](mailto:adele.taylor@rehau.com) [www.rehau.uk](http://www.rehau.uk)

