

## Sales Support Coordinator

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Company: McCarthy Recruitment

Location: Frodsham

Category: other-general

### Competitive Salary

Relaxed working environment

Monday – Friday

**Job Title: Stock Support Coordinator**

**Location: Frodsham**

**Salary: £25,000 to £28,000 per annum**

**Role: Permanent - Full-Time Mon-Fri**

### Overview

We're hiring a Sales Support Coordinator to join a wholly owned family run company.

The business is experiencing a period of massive growth, fuelled via a development project for a new global implant system designing and manufacturing orthopaedic surgery devices.

### Ideal Candidate

Exceptional organisational skills being able to manage your own workload and working to timescales

Ability to work well under pressure; you will be able to adapt to different situations and

tasks

Great attention to detail

Strong communication skills; You will be able to communicate to members of different departments

### **The Role – Key Responsibilities**

Provide customer support for all telephone enquiries / invoices and e-mails and raise purchase / sales orders and maintain accurate customer records on file

Organise loan kits, prepare check lists, delivery notes using proprietary electronic Inventory Management System

Receive, inspect and check all goods delivered

Efficiently pick and pack all orders for shipment as per customer specification

Communicate with all carriers for orders and track all shipments

Work alongside Managing Director to help organise conferences and exhibitions

**Commutable Locations: Frodsham, Warrington, Runcorn, Northwich, Tarporley, Ellesmere Port**

### **About Us**

This role is handled by McCarthy Recruitment, an award-winning multi sector recruiter. We believe that you matter and care about unlocking your full potential.

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