

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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