



JOB SPECIFICATION

Job Title : Key Accounts Coordinator

Ultimately reporting : Commercial & Sales Coordinator

Location : Head Office, Selkirk, Scottish Borders

Job Purpose:

The Key Account Coordinator will be the first point of contact between Oregon Timber Frame and Barratt Divisional Teams. The coordinator will collate & distribute correspondence within the Organisation to ensure the smooth delivery of new and current Timber Frame Sites.

Whilst the role's primary purpose is to build a strong working relationship with Barratt's Divisional Teams the coordinator will need to be aware of the day-to-day Sales/Commercial aspect of the Business to support their department effectively.

Job Profile:

- Coordinating between Barratt Divisional Teams & all Departments within Oregon Timber Frame
- Facilitate our quotation and pre-delivery processes in support of Sales and Business Development activities
- Obtaining Orders for upcoming Sites
- Communicating updates relating to fixed price periods to Barratt Divisions
- Continuously developing relationships with Barratt Divisions
- Weekly reporting to the Sales & Commercial Team on all current developments
- To assist in issuing of invoices and monthly valuations / applications to Barratt Divisions.
- Handle general telephone and email queries in relation to the above.
- Any other administrative duties required by the Commercial & Sales Team.

Essential Skills:

- Background in the Timber Frame or Building Industry
- Confident with an excellent communication and interpersonal skills
- Pro-active self-starter with the ability to work independently
- Self-motivated and positive attitude.
- Highly numerate and methodical with good attention to detail.
- Strong IT skills and fully competent with Microsoft Office Suite.
- Able and willing work flexibly to 'get the job done'.

Benefits:

- Competitive Salary
- Competitive Bonus Scheme
- Annual Health Assessment
- Private Medical Insurance - Single Cover
- 26 days' holiday (increase by 1 day for every 3 years' continuous service up to 28 days)
- Choice of Flexible Benefits
- Enhanced Family Friendly Policies

Contract Type : Full time, permanent

Location : Selkirk, Scottish Borders