

JOB OPPORTUNITY

FULL TIME UK SALES COORDINATOR ROYTON

JOB DESCRIPTION

The Role:

To process sales orders, ensuring accuracy and maintain customer files and provide assistance to clients.

Duties:

- Processing orders to a high standard
- Maintain accurate records of sales data and customer interactions
- Collaborate with other departments to ensure timely fulfilment of customer orders
- Liaise with clients to provide updates on orders and address any enquiries or concerns.
- Ensure all relevant documentation is prepared and produced satisfactorily to agreed requirements and within the required schedules.

JOB TYPE

Hours: Monday to Friday. 9:00 – 17:00

Supplementary pay types: Monthly attendance bonus

HOW TO APPLY

Apply online at

www.polyflor.com/about-us/careers

Call us for an application form on

0161 767 1111

Email your CV to

careers@polyflor.com

EXPERIENCE

- Previous experience in a customer focused environment
- Excellent spoken and written communication skills
- Good IT skills
- Flexible and adaptable approach to work
- Meticulous attention to detail in all aspects of work
- Organised and efficient to meet deadlines and deliver objectives

CLOSING DATE

12th October 2025