JOB DESCRIPTION

JOB TITLE:	**EXPORT SALES COORDINATOR**
SALARY:	**ON APPLICATION**
HOURS:	**8.00 a.m. to 5.00 p.m. Monday to Thursday** **8.00 a.m. to 3.30 p.m. Friday**
DEPARTMENT:	**Klinger Projects**
LOCATION:	**Bradford, West Yorkshire**

ABOUT KLINGER

- Klinger is the world leader in the manufacture of seals and gaskets, supplying sealing products to the Oil, Gas and Petrochemical industries amongst others.
- Klinger Projects is a unique department within Klinger UK, with a global remit to service all export enquiries within the Klinger Group.
- Mainly dealing with the contracting industry Klinger Projects supply contracts of all sizes Worldwide.
- We are also responsible for a global network of official Klinger agents assisting with the development and maintenance of business relationships in key parts of the world.

KEY PURPOSE OF THE ROLE:

- You will be responsible for processing sales orders and liaising between customers, suppliers and transport companies to ensure efficient deliveries. Working independently, but part of a team, your work will include telephone based tasks and administration work such as filing etc.

MAIN RESPONSIBILITIES:

- Communicate with clients/suppliers with regards to order progressing, documentation requirements and to resolve any potential issues arising from your projects.
- Processing of engineering documents to compile a data book
- Ensure the correct and timely distribution of documentation between Klinger and client

HEADLINE SKILLS AND EXPERIENCE:

- Good academic qualifications
- Previous office experience preferable.
- Excellent computer skills – sound knowledge of MS Office, in particular Excel
- Excellent communication skills with a confident telephone manner
- Outgoing personality and comfortable working in a fast-paced, team environment.

KLINGER Limited
Wharfedale Road,
Euroway Trading Estate,
Bradford, BD4 6SG,
United Kingdom

Tel: **01274 688 222**
Fax: **01274 688 962**
Email: **projects@klingeruk.co.uk**