

ECP Division

This is a great opportunity for a bright and aspiring individual to join the team at our Darlaston site, working for our carbon brushes division.

The role will support the external sales manager on a daily basis and work with production to ensure products are delivered on time.

Duties will include:

- Working with customers to ensure their queries and orders are dealt with in a professional and expedient manner
- Responsible for submitting quotations and tenders in a timely fashion – maintaining a CRM and expediting feedback on external quotes
- Entering sales and works orders – ensuring products are made and delivered on time in full
- Supporting the sales manager in answering internal and external product queries

The successful candidate will:

- Be computer literate and keen to learn new skills
- Have excellent customer service skills
- Have an engineering background
- Be able to work in a fast-paced environment
- Have great communication skills and work well in a team, while also be happy to work alone and manage own workload

Full product training will be given to ensure the successful candidate is aware of the full process.

This is a full-time, permanent position, Monday to Thursday 7.30am-4.30pm, with a 30-minute lunch break and Friday 8am – 1pm.

Competitive rate of pay.

If you feel that you have the qualities and skills to succeed in this role then please apply today at HR@erodex.com