



Sales Coordinator (Radiography Division) Person Specification

CATEGORY	ESSENTIAL	DESIRABLE
APPLICATION	CV and personal statement indicating employment history, previous experience gained and suitability for this role.	
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE	- Experience in a coordination, sales support, internal sales, account support, commercial administration or project coordination role - Demonstrated ability to manage multiple tasks, deadlines and priorities in a busy environment - Experience of, or demonstrable confidence in, making proactive customer calls, following up enquiries and progressing commercial opportunities. - IT literate with MS 365 suite (Outlook, Word, Excel, Teams)	- Experience preparing or supporting quotations, tenders or customer proposals - Experience working in an engineering, manufacturing, hire, service, calibration, industrial supplies or technical environment - STEM-based qualification or technical education
SKILLS and APTITUDES	- Confident written and verbal communication skills, with the ability to engage professionally with customers by telephone, email and in person - Experience handling documentation with a high level of accuracy and attention to detail - Ability to follow established processes while identifying and resolving issues independently - Commercial awareness with an interest in technical or engineering-based products and services	- Exposure to CRM systems, pipeline tracking or comparable commercial record systems - Exposure to marketing activity such as LinkedIn, email campaigns or events coordination
PERSONAL ATTRIBUTES	- Takes ownership and does not wait to be chased; contacts customers, follows up, progresses matters and resolves issues without needing external prompting - Commercially curious, actively seeks to understand what customers need and how the Group can help - Confident in taking a proactive approach and using initiative appropriately - Positive, highly motivated and enthusiastic; well organised with a calm and proactive approach - Dependable and reliable; flexible approach and ability to respond to changes; works under pressure - Collaborative, works openly and constructively with colleagues across engineering, operations and commercial functions	
Working Conditions	The role is based primarily in Jarrow and Prudhoe with occasional UK-wide travel to customer sites when required. Some home working available subject to business needs (max one day per week). The position is varied, involving office-based coordination, customer contact, exhibitions, and collaboration across sales, engineering, and operations teams. It will develop with the business, requiring the ability to manage multiple priorities in a busy commercial environment. The successful candidate must be able to satisfy the security clearance and vetting requirements applicable to the Group and its customers. The role involves regular travel between Group sites and occasional travel to customer sites across the UK. A valid driving licence and access to suitable transport are required, subject to the Group considering reasonable adjustments where applicable.	