

Sales Co-ordinator – Precision Cleaning Solutions (PCS) Business Unit

Is science your passion?

Do you look to making science happen commercially?

Do you enjoy problem solving and working with customers and chemicals suppliers?

Is joining up operations, transport, suppliers and customers an area that interests you?

If you are such a person who is interested in such brilliant experiences, we would love to meet you.

We are a leading and fast-growing company in the chemical services, formulations and distribution sector of our industry, with an appetite for growth and innovation, constantly looking to do things safer, better and smarter, using best practice.

You will join a busy, friendly and dynamic commercial team using best practice and facts to make key findings, recommendations and decisions, with regards to Health, Safety, Regulatory, Compliance, Quality and the Environment. You will make an impact on a daily basis, and quickly see the results of your work.

The right candidate will also be considered for the 2M Academy; our industry-leading development programme for Future Leadership.

This is a highly competitive position and only the best applicant will be considered. We offer a competitive salary, benefits package and the chance to be part of a fast moving company.

Terms:

- Salary: £Competitive
- Location: Runcorn, with some travel required.
- Position Type: Full-Time
- Driver's license preferred
- CV and cover letter, with specification of location, to recruitment@2m-holdings.com

Essential Requirements:

- Candidates must have completed a University Degree (BA/BS) in a field of study such as: Hard Sciences (Chemistry, Physics, Materials Science, Astronomy), Maths, Chemical Engineering or Mechanical Engineering
- Top academic performer who is comfortable in an unstructured environment which values initiative, creativity, maturity, poise and strong analytical skills
- Strong Excel skills
- Strong PowerPoint skills
- Ability to deliver impeccable attention to detail and accuracy
- Structured thinking
- Ability to exceed deadlines
- Strong multi-tasking ability
- Self-starter

- Excellent interpersonal skills and an effective team player
- Ability to plan and prioritise workload, work under temporary pressure
- Excellent verbal and written communication skills

Desired Requirements:

- Experience of working in supply chain/planning role desirable
- Experience of working in a busy, fast-moving commercial office environment
- Experience working at a chemical company or a chemicals distribution company

Responsibilities:

- Liaise with site operations, transportation, global petrochemical manufacturers with regards to supply chain matters.
- Generate new product ideas and concepts, conducting regular market reviews to identify gaps in the precision cleaning market.
- Place purchase orders with suppliers and manage intervening processes through to delivery.
- Support External and Internal Account Managers with technical knowhow.
- Become familiar with import duty/free trade and process requirements for European and non-European suppliers, including Customs & Excise procedures.
- When required, coordinate and attend meetings with suppliers regarding trends, pricing and product lines;
- Stock Monitoring, including minimum order levels;
- Daily communication with customers to update delivery schedules in parallel with stock availability;
- Support new product development, commercialisation activities and product and suppliers set-ups, in accordance with internal procedures;
- Implement and progress Supplier Non-Conformances;
- Support and coordinate the Business Unit via management of the incoming email 'inbox';
- Attend Division Sales Meetings and attend training as appropriate to widen personal knowledge of the business.