

## Export Sales Co-ordinator

Due to an exciting new international partnership, an opportunity has arisen to join the recently established Bradbury Group export team.

Reports to: Technical Director  
Based: Head Office, Scunthorpe

### Functions

- Analyse and interpret detailed tender specifications, determining which projects are suitable, and highlighting relevant detail to allow a submission.
- Assisting in developing and implementing a tool for the generation of pricing schedules, against large, high value projects.
- Show profitability and information in a clear and concise manner, allowing the Technical Director to report into relevant meetings and to the board of directors.
- Co-ordinate a file of documentation relating to the above submissions, which will include drawings, technical specifications, and marketing literature.
- Upon receipt of an order, the candidate will be responsible for the passing of required information to Bradbury's internal sales department in an agreed format, to allow the order to be processed.
- Assist in the co-ordination of export orders as they pass through the business. Supporting as required: internal sales, procurement and engineering, and where required, after-sales.
- Communicate directly with Bradbury's new partner in the Middle East, and with end clients on their behalf, as required.
- Assist the Technical Director in managing workloads, and in the development of the Technical Sales/Project Engineer (Apprentice).
- Where required, assist with co-ordination of other technical sales projects.
- A limited amount of international travel may be required.

### Requirements

Bradbury will provide full training, where required. This role will suit a candidate able to offer the following skills/qualities:

- Previous experience of co-coordinating multiple sales projects.
- Able to co-ordinate the delivery of submissions to tight and demanding deadlines.
- Understanding of basic sales principles (profit margins, etc.).
- A confident manner, and a keen eye for detail.
- Strong judgment and decision-making skills, with ability to interact successfully across cultures.
- Competent in the use of Microsoft Office (in particular, the use of Microsoft Excel).
- An experience of export sales is desirable, but not essential for the right candidate.

To apply, please provide a copy of your CV along with a covering letter via email or in writing to: Paul Sweeting, Technical Director - [paul.sweeting@bradburyuk.com](mailto:paul.sweeting@bradburyuk.com) - by **13<sup>th</sup> April 2017**.

**STRICTLY NO RECRUITMENT AGENCIES/CONSULTANCIES PLEASE.**

Bradbury Group  
Dunlop Way  
Queensway Industrial Estate  
Scunthorpe  
North Lincolnshire DN16 3RN

T 01724 271 999  
F 01724 271 888

E [sales@bradburyuk.com](mailto:sales@bradburyuk.com)  
[www.bradburyuk.com](http://www.bradburyuk.com)

