

## **Business Development Coordinator**

The Ashton Group were established in 1866 and are distributors of Sealing and Fastener Solutions.

Working in our busy office environment dealing with existing accounts and potential new one's applicants should ideally have previous Account Management experience. Knowledge of fasteners is essential.

The role will include Business Development of existing and new accounts, quoting customers by telephone and email, processing orders and enquiries, preparing quotations, following up quotations, and focusing on the growth of our company.

The applicant should be friendly and professional with a well-spoken telephone manner. Smart appearance, well organised, able to work under pressure and be comfortable with a computerised system. Full technical product and computer training will be given. Strong IT skills in particular with excel would be beneficial.

Competitive salary depending upon market knowledge, technical background and qualifications.

Hours of business 8.30 - 5.00pm Monday to Friday

**To apply for this position please submit your CV with a covering letter for the attention of;**

**The Managing Director  
The Ashton Group  
Cortonwood Drive  
Cortonwood Business Park  
Brampton  
Barnsley  
S73 0UF**

[recruitment@ashton-group.co.uk](mailto:recruitment@ashton-group.co.uk)

**Strictly No Agencies.**

Unfortunately we cannot respond to every application. If you have not heard from us within 14 days of applying for the position, please assume that you have been unsuccessful on this occasion.