

Business Development Coordinator

Ashton Seals Ltd. are a leading UK supplier of O-Rings, Bonded Seals and associated sealing products.

Working in our busy office environment dealing with existing accounts and potential new ones applicants should ideally have previous Account Management experience.

The role will include quoting customers by telephone and email, processing orders and enquiries, preparing quotations, following up quotations, and general account development.

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.

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
Ashton Seals Ltd
Speedwell Works
Cortonwood Drive
Cortonwood Business Park
Brampton
Barnsley
S73 0UF

recruitment@ashton-group.co.uk