



## **Business Development Co-Ordinator**

The Ashton Group were established in 1866 and are distributors of Seals, Gaskets, Fasteners and Engineering Products.

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

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 please submit a covering letter and a copy of your most recent CV to the Managing Director.

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

Or via email to [recruitment@ashton-group.co.uk](mailto:recruitment@ashton-group.co.uk)