

### **Business Development Coordinator**

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

Working in our busy office environment the role will be primarily **New Business Development**, both contacting existing customers to develop new business as well as working in conjunction with the Marketing Department to establish new customers in our key target sectors. The role will also involve 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 proactive approach and a well-spoken telephone manner. Additionally, the successful candidate should be 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, including experience with Excel would be particularly 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

Or apply via email to [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.