

### **Commercial Assistant**

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

We are looking to recruit a flexible and adaptable new member to work in our busy office environment. This multi skilled position will cover aspects of both Sales and Purchasing.

The successful candidate will have:

- Excellent organisational skills with the ability to prioritise a busy workload and meet deadlines
- Meticulous attention to detail
- Strong IT skills (particularly Excel)
- The ability to work calmly under pressure
- The ability to coordinate Ad-Hoc projects

On a daily basis the successful candidate will:

- Be 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
- Process enquiries, prepare and provide quotations, follow-up quotations and process orders
- Be responsible for the issue, negotiation and analysis of enquiries for new and existing parts from both new and existing suppliers
- Source products from our Key Manufacturing Partners around the World
- Maintain existing and forge new supplier relationships
- Produce departmental statistics for company KPI data
- Work within a team but also under their own initiative

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)