

Job Title: Junior Quoting Specialist

Department: Commercial

Reporting to: Inside Sales Manager

Location: UK

Primary Role: The main job function will be assisting the Commercial Team and Inside Sales Manager with the generation of quotation, bids and tenders

Main Duties:

- Responsible for providing support to the wider team in the generation of quotations, bids and tenders with support and input from the wider Commercial Team
- Support in the develop and maintenance commercial KPI's - Ensuring i2 Analytical meets set Key Performance Indicators (KPI's) around quoting
- Ensure bids meet their deadline and assist with the overseeing the review of the outcome of the bid
- Manage Quotation Saving in Z Drive and archiving old quotations
- Maintain Pipeline for Known won / Lost opportunities
- Act as an ambassador for the company brand and values.
- Develop and maintain a strong, confident and professional relationship with customers to ensure that they are receiving an exemplary service.
- Assist the Commercial Team in preparation and update of contract rates

These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.

Required Skills:

- Experience of working in a fast paced, high volume, customer service environment.
- Quoting experience preferred but training will be given
- Positive attitude to change and delivering continual improvement
- Excellent interpersonal skills and communication
- Able to bring a collaborative one team mindset
- Able to communicate with key stakeholders at all levels by phone, e-mail or face to face.
- I.T. literate.
- The ability to work under pressure and to deadlines.
- Ability to train, mentor and supervise junior staff with excellent people management skills
- High level of attention to detail.



Environmental Science

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- Exceptional root cause analysis ability to problem solve and provide solutions that work for the customer and the business.
- Accurate data entry skills and highly numerate.
- Adaptability to use various in-house systems and processes.

Working Hours:

37.5 paid working hours per week (40 working hours with a half hour unpaid lunch break each day).
Start and end times may vary but will typically be between 8am and 6pm.

If you would like to find out more information, please discuss with Amy Sutton

a.sutton@i2analytical.com

CLOSING DATE – 30/05/2025