

Job Description

Job Title:	Materials Testing and Geotechnical Quoting Specialist
Department:	Commercial
Location:	Northampton
Working Hours:	40 hours per week, with a half hour unpaid lunch break each day (37.5 paid hours per week), normally between the hours of 9am and 5pm.
Reports to:	Amy Sutton
Direct Reports:	None
Job Purpose:	The main job function will be assisting the Commercial Team and Inside Sales Manager with the generation of quotation, bids and tenders for the Materials and Geotechnical Testing and Site Services side of the business.
Role Accountabilities and 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.
Person Specification:	• Experience of working in a fast paced, high volume, customer service environment. • Quoting experience preferred but training will be given • Knowledge of the Materials Testing, Geotechnical and Site Services business • Basic understanding of client requirements in the construction sector • Positive attitude to change and delivering continual improvement • Excellent interpersonal skills and communication • Able to bring a collaborative one team mindset

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| | <ul style="list-style-type: none">• 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.• 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. |
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