

JOB DESCRIPTION

Title	International Sales Co-ordinator
Reporting To	Head of Sales – International
Accountable To	Head of Sales – International
Overall Description	Sales support for International Distributors on both parking and automation areas. The main internal contact person within the company and international distributors
Main Duties	<ul style="list-style-type: none"> • Act as a Sales liaison with International Distributors and Metric internal departments. • Sales support functions. • Assist in the preparation of quotations, PQQ's, tenders, technical specifications plus any other appropriate commercial documentation in a fast paced and dynamic environment. • Contribute to the continuous improvement of department performance with a focus on customer care.
Person Spec	<ul style="list-style-type: none"> • Previous sales co-ordinator experience within an international environment • Knowledge and experience of technical (electro-mechanical and software) solutions ideally within the parking/transport/ANPR industries would be advantageous, but not essential • Able to work on own initiative and within a team environment • Experience of CRM systems • Ability to work under pressure and deal with day-to-day issues • IT literate including excellent knowledge of Microsoft products including Word, Excel and PowerPoint • Good communication skills at all levels. • A passion for customer care, with the aim of creating a 'best in industry' reputation for accurate and timely advice. • Hard working, meticulous and fast paced individual with ability to manage a demanding workload. • Ability to speak foreign languages would be advantageous
Health & Safety Statement	Under the Health & Safety at Work Act, each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health & safety matters should be raised in the first instance with your supervisor, your manager or a member of Human Resources Department.
Equal Opportunities Statement	<ul style="list-style-type: none"> • Metric is an Equal Opportunities Employer and will promote regardless of sex, sexual orientation, gender reassignment, marital status, disability, religion, beliefs, colour, race, nationality, ethnic or national origin. • Our aim is to ensure that no job application or employee received less favourable treatment or is disadvantaged by employment conditions or requirements which cannot be shown to be justifiable.

Employees Signature.....

Date.....