Join Our Team as a Sales Coordinator at Kellaway Building Supplies – Bedminster Branch!

About Us: At Kellaway Building Supplies, we strive to be the Merchant of Choice for our employees. We achieve this through a strong culture of safety, recognition, and rewarding dedication. As part of the ambitious Kellaway Group, we are committed to growth and offer numerous development opportunities at all levels.

What We Offer:

- **Competitive Salary:** From £30,000 + monthly performance bonus and overtime pay
- **Generous Holidays:** 33 days (including bank holidays) with an additional buy and sell scheme
- **Comprehensive Benefits:**
  - Contractual sick pay
  - Group pension scheme
  - Free life insurance
  - Cycle to work scheme
  - Provided uniform & PPE
  - Employee Assistance Programme with:
    - Unlimited 24/7 Remote GP appointments
    - Unlimited Mental Health Support
    - Bereavement Counselling
    - Physiotherapy consultations
    - Medical Second Opinion
    - Financial and Legal Support
    - Wellbeing Content and Assessments
    - 1-2-1 Lifestyle Coaching sessions
    - Savings and Discounts
- **Career Growth:** Full training, coaching, and extensive opportunities for career development

Working Hours:

- 40 hours per week, Monday to Friday (7:30am - 5:00pm)
- Saturdays on a rota basis (8:00am - 12:00noon) with paid overtime
- Some Bank Holidays with paid overtime and a day off in lieu
- Stocktake weekends with paid overtime

Your Role:

- This is a varied and hands-on role that combines front-line customer service with internal sales, account development, and branch administration responsibilities. The position is designed to flex with the operational needs of the business, providing exposure to key commercial activities and supporting the overall success of the branch.
- During peak trading periods, particularly in the mornings, you will take a role on the sales counter, ensuring customers are served efficiently, professionally and to a high standard. During quieter periods, the focus will shift to internal sales activity, including managing quotations, developing customer accounts, and proactively identifying opportunities to increase sales and margin.
- You will play an active role in supporting the branch across a range of commercial and operational activities, including:
  - Delivering excellent customer service on the trade counter and over the telephone
  - Preparing and following up quotations to maximise conversion and margin
  - Building and developing strong relationships with customers
  - Identifying new sales opportunities and supporting business development activity
  - Supporting stock control, merchandising, and product availability
  - Assisting with branch administration, delivery coordination and customer account management

What We're Looking For:

- We are keen to hear from individuals who:
  - Are motivated to develop a career in sales and branch operations
  - Demonstrate strong customer service and communication skills
  - Have a proactive and commercially aware approach

- Are organised, reliable, and able to work in a fast-paced environment
- Demonstrate flexibility to support different areas of the branch as required

Why Join Us? At Kellaway Building Supplies, we believe in nurturing our employees and providing them with the tools they need to succeed. If you're looking for a dynamic and supportive work environment with plenty of opportunities for growth, we would love to hear from you!

Apply today and become a valued member of our team!

