



## Sales & Procurement Co-Ordinator | **Langley UK Ltd**

**We're looking for a Sales & Procurement Co-Ordinator to join our sales support department.**

**Salary:** Attractive + Company Benefits

**Location:** Langley UK Ltd, Langley House, Lamport Drive, Heartlands Business Park, Daventry, Northamptonshire, NN11 8YH

**Contract Basis:** Full-Time, Permanent

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### ***Our Mission***

Our industry-leading people, systems, and services promote trust and peace of mind. We use our expertise to design, install, and construct sustainable solutions with environmental, social, and economic benefits.

### ***Our Vision***

Innovation for better living.

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### **Job Purpose:**

To deliver exceptional customer service to a variety of internal and external clients. To work as part of a small sales team, where a commitment to supporting others and working collaboratively to achieve results is paramount.

Being confident in dealing with multiple contractors and suppliers on a daily basis. Having experience using Microsoft Office applications and the ability to complete multiple tasks within tight timeframes.

### **Key Accountabilities:**

- To process sales & purchase orders to company procedures, liaising with Credit Control where required. Check all orders before issuing them to the warehouse and accounts.
- To organise direct deliveries for orders, liaising with suppliers & customers.
- To allocate daily orders against the stock, so invoices can be raised.
- To process and post invoices daily to customers.
- To deal with telephone, fax, or email enquiries from contractors, suppliers, and external Sales team.
- To produce quotations to contractors in relation to price enquiries. To understand margins and guidelines regarding quotations for contractors and special project-specific pricing agreements. Other quotations are to be checked before sending.

- To ensure efficient communication between Sales Office and the external Sales team, including appropriately updating the company project database to ensure full documentation of any communications regarding projects.
- To fulfill purchase invoice checking and authorisation.
- To resolve customer invoice queries, contra-charges & credit requests, liaising with Credit Control to ensure issues are dealt with efficiently.
- To fulfill Sales Office administrative duties including logging of design request forms and distribution of drawings to clients/contractors as necessary.
- To organise contractor collections from the site and issue credits.
- To advise contractors of forthcoming deliveries.

The above list is not exclusive or exhaustive; postholders are expected to be flexible in line with the needs of the post, department and the Company.

As a Langley employee, you will be expected to:

- Embrace, champion, and lead the industry by torch-bearing our company values: SPIRE.
  - Safety
  - Purpose
  - Innovation
  - Responsibility
  - Expertise
- Ensure that you fully understand the company and department business plan and how these impact your day-to-day responsibilities.
- Always maintain a smart and professional appearance.
- Liaise with your line manager to understand your objectives and goals.
- Liaise and communicate with internal colleagues positively and proactively.

## Technical Competencies

### Qualifications:

- A-Level of equivalent

### Experience:

- Working within an office environment.
- Working on own initiative and as part of a team.
- Working to tight deadlines.
- Experience in dealing with customers.
- Developing and implementing procedures.

### Knowledge:

- Computer literate in spreadsheets, databases, e-mail, and internet.
- Knowledge and understanding of the Internal Sales environment.
- Customer Service.
- Liaising with Suppliers in and out of the UK.

### Skills and Abilities:

- Verbal and written communication skills.
- Organisation skills.
- Able to work under pressure and tight deadlines.
- Ability to manage multiple tasks.

### Additional Requirements:

- Able to always finish your tasks.
- Commitment to achieving high standards.
- This role does not require the post holder to be an Essential Car User, hold a full UK driving licence. and have access to a vehicle.
- This role does not require the post holder to work occasional evenings and weekends.

## Salary and benefits

An exciting opportunity to work for a well-established company that offers excellent career progression opportunities.

### An excellent benefits package, including:

- 25 days of holiday per annum in addition to the standard statutory days (mandatory 3 days to be saved for Christmas)
- Buy and Sell Leave Policy
- Pension
- Life Assurance
- Incapacity benefit
- Private Medical Insurance
- Employee Assistance Programme
- EV Salary Sacrifice Car Scheme
- Cycle-to-work Scheme
- Free Eye Tests
- Free Parking
- Annual health check (subject to the policy)
- 2 x volunteering days per year

## HOW TO APPLY

Please email [recruitment@langley.co.uk](mailto:recruitment@langley.co.uk) with a copy of your updated CV and a cover letter.

If you have not received communication from us within four weeks of the closing date, please assume that you have not been shortlisted for this vacancy.

We encourage applications from people from diverse backgrounds and groups, as well as people with disabilities.

**Closing Date: 29 March 2024**