

# Project Co-Ordinator

**VACANCY:** Project Co-Ordinator

**LOCATION:** Northampton | UK

## ABOUT US:

AVK UK Limited is part of the AVK Group, who are market leaders in the design, manufacture and supply of valves, pipe fittings, hydrants and flow control equipment to the Water, Wastewater, Oil and Gas industries throughout the world.

A new opportunity has arisen for an enthusiastic team player to join our expanding team in Northampton.

You will act as one of the main points of contact within the company for all UK customers, from processing sales orders to the preparation of quotations and documents.

This is a great opportunity for someone looking to join a market leading company to develop and grow your career whilst benefiting from the support and network of the group.

## ABOUT THE ROLE:

Key responsibilities include, but are not limited to:

- Communicating with customers to clarify requirements and advise on framework pricing, lead times and delivery dates.
- Pro-active sales calls to enhance orders, advising customers in purchasing complimentary products.
- Respond to all enquiries and correspondence from customers.
- Provide quotations and prices for projects.
- Liaise with suppliers and technical support to ensure offers meet customer's requirements.
- Manage the order processing of sales and the raising of purchase orders relating to projects.
- Ordering of non-stock items from suppliers as required for customer orders relating to projects.
- Raise discrepancy complaint forms when required and assist with customer complaints.
- Use computerised system to raise quotes, confirm purchase orders and to place orders.
- To be technically competent in all product and related equipment.
- Working with and supporting key account managers and market sector managers.
- To assist the customer service team as and when required.

## ABOUT YOU:

- Previous experience working in a similar customer engaging role.
- Proficient in Microsoft Office packages especially Excel.
- Proven experience of dealing with key customers in a professional manner.
- Excellent communication and solution orientated problem-solving ability.
- Demonstrate attention to detail and observation.
- Flexibility to adjust workload priorities to take account of new deadlines.
- Continuous Improvement Mindset.
- Independent worker with excellent organisation / time management skills



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## WHAT WE OFFER:

- A culture of shared values, goals, attitudes and business growth
- Employee Assistance Programme (Welfare and Wellbeing)
- Competitive salary
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home and Travel)
- A blend of training to help your career development

## WORKING HOURS:

- 37.5 hours per week
  - Monday – Thursday 0830-1715
  - Friday 0830-1600

We know that our people are the most important asset to the AVK Group, and we are looking for skilled, passionate and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

**APPLY NOW** - Please send your up-to-date CV to [careers@avkuk.co.uk](mailto:careers@avkuk.co.uk)

