



Business Development Co-Ordinator

Ashtons (Sheffield) Ltd are a manufacturer of high-quality Point of Sale Packaging, Promotional and Presentation Products.

Working in our busy office environment dealing with existing accounts and potential new ones, applicants should ideally have previous Account Management experience. Industry experience advantageous.

The role will include quoting customers by telephone and email, processing orders and enquiries, preparing quotations, following up quotations, and general account development.

The successful applicant will demonstrate a proactive approach to increasing sales with existing and new customers.

The applicant should be friendly and professional with a well-spoken telephone manner. Smart appearance, well organised, able to work under pressure and be comfortable with a computerised system. Full technical product and computer training will be given.

Hours of business 8.30 - 5.00pm Monday to Friday.

To apply please submit a covering letter and a copy of your most recent CV to the Managing Director.

The Ashton Group
Cortonwood Drive
Cortonwood Business Park
Brampton
Barnsley
S73 0UF

Or via email to recruitment@ashton-group.co.uk