

Job title:	Sales Office Supervisor & Planner
Department:	TMUKWA Sales
Reports to:	Director/GSM (TBC)
Responsible for:	Commercial Co-Ordinators
Location:	TMUKWA (Warrington)
Hours of Work:	37.5hrs P/W
Closing date:	16/11/24

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To oversee the day to day activities of busy sales office ensuring customer and colleague requirements are fully supported.

Main Duties and Responsibilities:

- Guiding and mentoring direct reports
- Completion of sales related tasks in a timely and satisfactory way
- Accountability for planning and logistics of OM equipment
- Building solid relationships with colleagues, partners and customers
- Up keep of processes and documents which support the overall sales function activity

Accountabilities & Commitments Required:

- Ensuring equipment is available for fitment/completion in a timely way
- Ensuring quality and accuracy exists in all sales administration tasks
- Up keep of critical sales data
- Regular reporting to senior management team (including Director)
- Ownership of sales back office and forecasting tool

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.



At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• A high level of understanding of Microsoft Office products (Excel in particular)	E
• Knowledge and understanding of CRM back office suites	D
• Knowledge of Terberg Products	D

Experience	
• Extensive experience in a busy sales admin role or similar (min 3 years)	E
• Overseeing a detailed planning process from order to delivery	E
• Line management experience	D

Education / Qualifications	
• Degree or equivalent	D
• Microsoft office/product qualifications	D

Job-related skills & abilities	
• Strong communication skills	E
• Impeccable time keeping	E
• Ability to create reports using MS products	E
• Presentation skills	D

Other requirements	
• Willingness to attend meetings off site as and when required (may require travel and overnight stays)	D
• Willing to work outside normal working hours if required	D
• Attend and contribute to internal sales meetings as and when needed.	D

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

