|  |  |
| --- | --- |
|  | |
| **Role title** | Quotation Co-Ordinator / Hire Co-ordinator |
|  | |
| **Department** | Commercial |
|  | |
| **Business unit or function** | Portakabin Ireland |
|  | |
|  | |
| **Roles managed** |  |
|  | |
| **Purpose of the role** | |
| * To develop and promote the company’s Hire business with particular focus on Portakabin Products by providing telesales, commercial and administrative support to the Customer Support Manager, to achieve order levels at agreed margins. * This role provides critical support to our commercial managers in order to ensure the company achieves KPI’s. This role involves qualifying incoming enquiries, logging all enquiries & ensuring follow up, analysing drawings and capturing costs of a variety of different product ranges. Accurately compiling quotations & efficient return of same to ensure the commercial team hit critical KPI. This role also encompasses business development, lead generation and commercial administration. * This is a fast paced role and an exciting opportunity to become part of a growing commercial team and an established company like Portakabin Ireland. | |
|  | |
| **Accountabilities of the role** | |
| * Service Level Agreements for generation of quotes * KPI target for Opportunity generation for the company * KPI Target for Order won * KPI target for Business Development calls to be made | |
|  | |

**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

|  |  |  |
| --- | --- | --- |
| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Strong attention to detail | X |  |
| Computer Literate (Microsoft Package, CRM) | X |  |
| Ability to work independently / as part of a team | X |  |
| Reading Drawings |  | X |
| Excellent Telephone Manner | X |  |
| Customer Service Experience | 3 years + |  |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to Leaving Certificate standard | X |  |
| Good level of numeracy / literacy | X |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Previous Experience** | **Essential** | **Desirable** |
| Strong Commercial Administration experience | 3 years + |  |
| Business Development experience B2B,B2C | 3 years + |  |
| Customer Service Experience | 3 years + |  |
| Microsoft Dynamics / SAP experience |  | X |
| Microsoft Dynamics / SAP experience |  | X |
|  |  |  |
|  |  |  |
|  |  |  |
|  | | |