



Temporary Customer Service Co-ordinator
Lincoln Electric UK Ltd, Sheffield
UK Based

Lincoln Electric is the world leader in the design, development and manufacture of arc welding products, robotic arc welding systems, plasma and oxy-fuel cutting equipment and has a leading global position in the brazing and soldering alloys market. Headquartered in Cleveland, Ohio, Lincoln Electric has 56 manufacturing locations, including operations and joint ventures in 20 countries and a worldwide network of distributors and sales offices covering more than 160 countries.

ROLE RESPONSIBILITIES

- First point of contact for product queries and sales ordering
- Responsible for the timely, efficient and accurate processing and input of sales orders, supplying customers with order confirmation and progress updates
- Responsible for liaising with the finance, sales, marketing, logistics and operations department in connection with customers queries
- Responsible for liaising with internal suppliers regarding delivery dates
- Responsible for providing price quotations, keeping accurate sales records and supplying product information

ROLE REQUIREMENTS

- Good standard of education to GCSE/A Level obtaining grade C or above in Maths
- Ability to demonstrate accuracy, attention to detail, numeracy and ability to prioritise effectively
- Ability to use own initiative by identifying opportunities and recommending solutions

WE OFFER

- Collaborative work environment
- Personalised development programme
- Generous pension offering

Interested?
Send your CV and application to:
hgreen@lincolnelectric.eu