



National Accounts Coordinator

Hobart UK Equipment

Job Advert

We are looking for a National Accounts Coordinator who communicates clearly, thrives in a busy environment, and consistently delivers accurate, detail-driven work to join our friendly Peterborough based Sales Support Team!

Ready to take your first step towards a fulfilling career with Hobart? Our employees:

- Have **INTEGRITY** in all they do.
- Show **RESPECT** to drive performance, innovation & a commitment to our community.
- **TRUST** in each other and our company.
- Make bold decisions with **SHARED RISKS**.
- Support our business model by applying **SIMPLICITY**.

We are looking for someone who passionate about delivering great customer service, who in return, alongside their remuneration will receive 25 days annual leave (plus bank holidays), an enhanced pension scheme with up to 11% employer contribution and up to six times life assurance.

Role overview:

- Managing inbound/outbound calls/emails and processing customer orders and queries.
- Understanding trading terms, SLA requirements and escalating risks that may affect product delivery.
- Maintaining portals, quotations, work orders, invoicing, asset lists and order progress.
- Scheduling surveys, deliveries and installations while ensuring accurate cross department communication.
- Raising purchase orders, arranging product returns and preparing all required documentation.
- Building strong customer relationships and keeping Account Managers informed of issues or concerns.

The Person:

- Customer Service and/or administrative background.
- Strong communication and organisational capabilities.
- Professional and confident on the phone.
- Detail oriented with a keen eye for precision.
- Ability to thrive in high pressure situations.
- Skilled at working independently and collaboratively within a team.
- Proficient in Microsoft Office applications.

Hobart believe in an inclusive work environment and recognise the value a diverse and empowered team can achieve. We are committed to building a culture where difference is valued, and everyone can achieve their potential at work regardless of their background. We welcome all applicants who present the right transferable skills and behaviours to achieve success.