

# Internal Sales Coordinator

**Hours of Work: Monday to Friday, 08:00 – 17:00 (40 hours per week)**

**Location: Donington, PE11 4TA**

**Salary: Competitive, dependent on experience (DOE)**

## **Main Job Purpose:**

We are looking for an organised, confident and customer-focused Internal Sales Coordinator to support our sales team through proactive outbound calling, accurate enquiry processing and efficient administrative support. The role combines telesales activity with day-to-day coordination tasks, helping to maintain strong customer relationships, identify sales opportunities and ensure a high standard of service throughout the sales process.

## **Essential Requirement**

- Previous experience in sales administration, outbound calling, customer service or a similar office-based role.
- Excellent communication skills with a confident telephone manner.
- Strong organisational skills with good attention to detail.
- Ability to manage multiple tasks and prioritise workload effectively.
- Competent IT skills, including Microsoft Office and CRM.
- Commercial awareness and a proactive approach to identifying sales opportunities.
- A positive, resilient and target-focused attitude with the ability to work independently and as part of a team.

## **Desirable Requirements:**

- Knowledge of timber windows & doors / construction industry

## **About Us**

George Barnsdale has been at the forefront of high-quality timber window and door manufacturing for over 140 years. We are a family-owned business that blends craftsmanship with modern innovation, driving excellence in both product design and sustainability. We have decades of experience working with some of the UK's leading architects, construction companies, developers, restorers and other professionals to deliver superior bespoke timber windows and doors for projects of all sizes. Our team is dedicated to preserving building character while delivering exceptional customer experiences. We believe in supporting our people, offering tailored training, flexible working options, and career growth opportunities.

## **For the right candidate we offer:**

- Wellbeing support
- **MetLife** (access to online GP, bereavement guidance & more)
- **MHFA England** Mental Health First Aiders
- **Perks at Work** – Discount Scheme
- **Holidays:** 23 days

If you feel you have the right skills and knowledge to fill the above role, then please complete the application form <https://www.georgebarnsdale.co.uk/careers/> and return to [HR@gbstp.com](mailto:HR@gbstp.com)