

GRADUATE ARCHITECTURAL SALES CO-ORDINATOR

LOCATION: Runcorn, Cheshire, United Kingdom

JOB DESCRIPTION:

Kawneer is a UK based aluminium systems company. We design, manufacture, and supply high performance façade systems including aluminium curtain wall, windows and doors for commercial and residential applications.

Due to development within the business and an ambition to grow further, we are currently in search of a **Graduate Architectural Sales Co-ordinator** to join **Kawneer UK Ltd**.

We are looking for people who share our values of integrity, inclusion, and diversity, and who demonstrate agility, results commitment, and the capability to grow themselves and others. In return, we offer the opportunity to Grow Together with ongoing opportunities for professional growth provided by a constantly changing environment, working alongside employees who value the people they work with just as much as the work they do.

RESPONSIBILITIES:

Primary Responsibilities:

The aim is to introduce a “proactive” resource into the AST to focus attention on 5 key areas, namely:

- To manage our initial Architectural enquiries and engage with the Sales Team to follow up.
- You will be a critical link between our supply-chain and Sales Team.
- To proactively engage with Main Contractors to follow up on commercial projects to ensure that we have established relationships and have the latest project information.
- To manage and consistently update our NBS library and façade specifications that we use to provide Architects.
- To actively promote our CPD services and arrange CPD's with Architects to drive engagement with specifiers.

In addition to the above, this role is also aimed at succession planning within the sales team by creating a potential resource to move into an external sales role should a vacancy occur in the future.

KEY OBJECTIVES:

- Deal with any enquiries received from Architects and provide support as necessary to meet demand.
- Proactively engage with Main Contractors to obtain updates on projects < £100k aluminium value and ensure that the CRM and project owner are consistently updated at all times.

- To review and update the current NBS specifications in conjunction with the Marketing team, ensuring that our presence on the NBS website is always up to date.
- Actively promote our CPD services and proactively arrange appointments for our sales team to present our CPD's.
- Utilise a planning Database when following up on projects and use this to its full potential whilst always maintaining the CRM.
- Ensure that all the relevant architectural services team activities are logged and tracked to ensure follow up to maximise pipeline opportunity.
- With the assistance of the Architectural Sales Co-ordinator produce accurate and effective tender lists for Main Contractors by liaising with Regional Architectural Advisors and pre-qualifying projects (by asking for project size, timescales etc.).

QUALIFICATIONS:

Essential Knowledge and Skills/Education:

- Basic product knowledge (training will be provided).
- Understanding of the contractual relationships in construction.
- Good computer skills.
- Good communications skills.
- An organised system of working.
- Digital skills and computer literate.
- Customer facing experience (desirable).
- Ability to develop relationships with external customers.
- CAD experience.
- Construction or sales based qualification.
- Recent graduate (2022 - 2024) with a minimum 2.2 in a relevant degree subject.

[Please follow this link to apply.](#)