



## Sales and Accounts Coordinator Swindon

Hills Quarry Products has a great opportunity based at our County Park office in Swindon as a Sales and Accounts Coordinator.

The main purpose of the role is to provide an efficient administrative service to the sales department in accordance with agreed sales procedures.

You will be:

- Liaising with customers, internal teams and external suppliers ensuring all information is correctly maintained and updated
- Entering written information from inspections at our concrete plants to meet QSRMC certification
- Setting up and updating customer contract information and quotes
- Collating and investigating disputes regarding supplier and customer invoices
- Producing monthly reports and assisting the office supervisor

You will have excellent communications skills with excellent working knowledge of excel and strong coordination skills for this varied role.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the Vacancy Reference HQP010-22.**

*The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)