



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

Lincoln Electric is the world leader in the engineering, design, and manufacturing of advanced arc welding solutions, automated joining, assembly and cutting systems, plasma and oxy-fuel cutting equipment, and has a leading global position in brazing and soldering alloys. Lincoln is recognized as the Welding Expert™ for its leading material science, software development, automation engineering, and application expertise, which advance customers' fabrication capabilities to help them build a better world. Headquartered in Cleveland, Ohio, Lincoln has 56 manufacturing locations in 19 countries and a worldwide network of distributors and sales offices serving customers in over 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