



Peak Pipe Systems Ltd
Smeckley Wood Close
Chesterfield
Derbyshire
S41 9PZ

Internal Sales Co-ordinator

Peak Pipe Systems Ltd – Commercial Sales Team

Responsible to: Commercial Manager

Hours: Mon – Fri, 08:30 - 17:00 (37.5 hours p/week)

Location: Chesterfield Derbyshire, S41 9PZ

The Company:

Peak Pipe Systems are a market leader in the manufacture and supply of polyethylene pipeline solutions into the UK utilities, aquaculture, and renewables market sectors.

With over 40 years of industry experience Peak has become synonymous with high-quality products, industry knowledge, friendly and efficient customer service levels. Peak has a unique market position with an optimistic growth strategy to grown in key market areas over the next 5 years and is looking for the right candidate to join and support the strong exiting team on this exciting journey. With considerable growth since 2013, the business has refined its market position and is now one of the key pipe manufacturers in the UK.

Our business activity is carried out across the following principal sectors:

Water: Pipelines & fittings, utilities, wastewater, pumping, sewerage treatment, rising mains

Gas: low/medium pressure gas networks (pipe & fittings), service connections

Energy: cable ducting, windfarm electric generation, hydro-electric

Aquaculture: marine harvesting, feedstock systems, mussel float systems

Environmental: landfill methane gas extraction, anaerobic digestion systems, irrigation systems

Drainage: Siphonic drainage, gravity-fed sewers, rainwater harvesting

Transport: Rail, Waterways, Highways, Telecoms

The Person:

The right candidate for the role will need to possess the following:

- Be a fast-adaptive learner
- Strong transferable IT skills (*Microsoft office suite – excel, word, outlook*)
- Strong UK geographical knowledge
- Effective multitasker
- Ability to effectively organise time and workload
- Used to working in a fast pace, on-demand adaptive role
- Be continuously self-motivated
- Have a strong work ethic with an energetic, enthusiastic approach
- Be a team player who can work to individual and shared deadlines
- Have strong communication and interpersonal skills, with the ability to build effective working relationships
- The ability to learn and operate new IT systems (*training provided on existing systems*)

The Role:

Reporting to the Commercial Manager, the right candidate will have the below key responsibilities and will join our existing sales team of 10 to strengthen the commercial sales service:

- Prepare quotations, track projects and follow up in a timely manner to generate profitable business for the company.
- Process received enquiries in a timely manner to ensure optimal order conversion.
- Process purchase orders, sales orders, back orders, invoices and credit notes.
- Liaise with existing supply partners to source and procure stock as necessary to meet customer requirements in conjunction with corporate purchasing strategy.
- Ensure sales order paperwork complies to contract review procedure.
- Generate transport requests in a timely manner to the transport & logistics department.
- Push to pick order advices to ensure warehouse processing meets customer expectations on delivery.
- To liaise with planning department in order to provide customers with accurate lead time / product availability information.
- To answer the telephone in a proficient manner, to deal with all enquiries both internally and externally to the satisfaction of all parties.
- Exceed customer expectations with regards to communications, and delivery performance to uphold the company service levels.
- Comply with and suggest improvements to office policies and systems, including credit control activities to optimise continual performance improvement.
- Identify opportunities to expand the customer base, and the products and services provided by the Company.
- Undertake to visit customer and suppliers as appropriate, to provide technical support and to help build effective relationships
- Raise and progress any required credits ensuring that the correct documentation is completed and authorised

Qualifications & Skills:

- Proficient in the use of Microsoft Office suite (Excel, Word, Outlook).
- Familiar and comfortable learning new computer systems (training offered).
- Effective and calm under pressure, experience working within a high paced office environment.
- Can-do, solutions-driven attitude.
- Previous experience in a customer service-based role.
- Strong negotiation skills.

The Benefits:

- Pension Plan
- Company health & wellbeing scheme
- Staff Discounts
- Companywide group bonus scheme
- Team building days
- Company suggestion incentive scheme



Peak Pipe Systems Ltd (PPS) is committed to providing equal opportunities for all our colleagues and customers. Here at PPS, we value and respect their diversity. All our people are recruited based on their skills, relevant qualifications, and experience - regardless of their gender, disability, ethnic origin, religion or belief, sexual orientation, marital status, age or nationality.

To apply, please send your CV to lchapman@peakpipesystems.com

Our Values:

OUR VALUES

"Peak Pipe Systems continually strives to provide industry leading products in order to deliver professional polyethylene solutions"

BE DEPENDABLE

Positioning ourselves as a trusted point of call to our customers, enabling us to satisfy their demands. We aim to be the industry's reliable 'go to' when meeting challenging requirements.



SHARE KNOWLEDGE

We continually share knowledge, ideas and experiences in order to ensure that we provide the support our customers expect.



DELIVER SOLUTIONS

When faced with a challenge, we aim to deliver solutions. We will continue to develop innovative ideas and products in order to provide an outstanding service and result.

ACHIEVE QUALITY



Achieving perfection isn't easy, but with quality at the heart of everything we do, we will continue to better ourselves and achieve new levels of success.

EMPOWER PEOPLE

We are only as good as the people we rely on to make our business stand out. We invest in our employees and take time to listen to them as well as listening to our customers' needs in order to implement positive change.

Our Mission:

A vertical dark blue banner with the words "OUR MISSION" written in large, white, sans-serif capital letters. The banner has two horizontal blue lines near the top and bottom, resembling pipe joints.

OUR MISSION

To be the UK's **leading provider** of pipe systems for the utility, renewable energy, aquaculture and infrastructure markets. **Service driven, flexible customer focus** are the unique characteristics of Peak Pipe Systems that makes us the **most trusted partner** to our customers