



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

Internal Sales Co-ordinator

SIMONA Peak Pipe Systems Ltd – Commercial Sales Team

Responsible to: Internal Sales Team Leader

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

Location: Chesterfield Derbyshire, S41 9PZ

The Company:

SIMONA 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 50 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.

As of 1st May, SIMONA AG acquired 100% of Peak Pipe Systems which has dramatically strengthened Peak's market position in the UK, with a Group turnover of around 600mn euros.

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 Role:

Reporting to the Internal Sales Team Leader, the right candidate will have the below key responsibilities and will join our existing sales team of 12 to strengthen the commercial sales service offering:

- Prepare, process and co-ordinate the full sales cycle – from enquiry through to invoice payment.
- Deal with all enquiries (email or telephone) in a proficient and timely manner to ensure optimal order conversion.
- Prepare quotations and track all follow up actions, build a pipeline of projects and “due to land” quote log. Be proactive in external telephone conversations to gain the information required to secure and generate profitable business for the company.
- Process all purchase orders in a timely manner, paying attention to the detail, ensuring a high level of accuracy.

- Communicate with all internal departments to ensure smooth processing on all quotes/orders – credit control, warehouse, transport, planning and production, quality, and senior management.
- Liaise with external suppliers where appropriate to source stocks as necessary in-line with corporate purchasing strategies.
- Ensure all paperwork is processed in line with the company guidelines, following all required checks and sign offs to ensure high levels of accuracy.
 - Quotations
 - Order Acknowledgements
 - Transport Requests
 - Credit / Return notes
 - Cutting Request sheets
 - New Product Code Requests
 - New Customer Account Requests
- Keep Software Systems Updated.
 - K8
 - Vecta (CMR)
 - Quote log Excel/SharePoint
- Exceed customer expectations with regards to communications, and delivery performance to uphold the company service levels.
- Identify opportunities to expand the customer base, and the products and services provided by the Company.
- Comply with and suggest improvements to office policies and systems, including credit control activities to optimise continual performance improvement.

The Person:

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

- Enjoy working part of a diverse team.
- A true supportive team player
- Positive and driven personality
- Be a fast-adaptive learner
- Strong transferable IT skills (*Microsoft office suite – excel, word, outlook*)
- Strong UK geographical knowledge
- Effective multitasker & problem solver
- 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)

Qualifications & Skills:

- Proficient in the use of Microsoft Office suite (Excel, Word, Outlook).
- Familiar and comfortable learning new computer systems (training will be provided).
- 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
- Company employee of the month scheme

SIMONA 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 gemma.bott@simona-group.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:



OUR MISSION

To be the UK's **leading provider** of sustainable 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