

Job description – Sales and Office Coordinator

About Toppesfield

Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices and achieving an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

Role description:

We have an opportunity for a Sales and Office Coordinator who will work alongside Sales department, you will be responsible for the general operation of the London sales office including the coordination of administrative and office duties

Key Responsibilities

- *Managing sales admin, providing support and delegating where necessary including:
 - Setting up new job enquiries
 - Following Job win process
 - Completing Pre-Qualification Questionnaires*
- *Maintain the condition of the office and arrange necessary repairs, maintenance works*
- *Manage contract, relationships and price negotiations with service providers i.e. cleaners, office landlords, CRM provider*
- *Arranging employee transport and accommodation where required*
- *Ensuring that the office as a whole is kept tidy at all times*
- *To ensure information on notice boards is appropriate, up to date and displayed effectively*
- *Organise the office layout and maintain maintaining stock levels and placing orders for office supplies as required (stationary, headed paper etc)*
- *Organisation and Delivery of team building events and entertainment*
- *Ensure the successful onboarding of all Sales team members, supporting HR and Sales managers to equip all new team members with equipment, login and information*
- *Providing PA and administrative support for sales director, supporting their requests*

Our Benefits:

- *25 days Annual Leave + Bank Holidays.*
- *Employee Referral Scheme*
- *Employee Assistance Programme*
- *Employee Volunteering Programme*
- *Annual Leave Purchase Scheme*
- *Enhanced Maternity/ Paternity / Adoption Leave*
- *Learning and development opportunities.*

- *Supportive working culture and future progression opportunities*
- *Cycle to Work Scheme*
- *Bonus Scheme*
- *Birthday Bonus*
- *Discount Portal*
- *Company Social Events*

Apply

Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website www.toppesfield.com, and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield .com](mailto:careers@toppesfield.com) or contact Human Resources.