

JOB DESCRIPTION

Contract Coordinator

ACCOUNTABLE TO: Estimating Team Leader



Location: Melksham, Wiltshire

Full time: 37.5 hours per week - Monday to Friday. Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic Contracts Coordinator to join our dynamic team.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVES

The purpose of this role is to coordinate our customer scale agreements. This includes updating and maintaining the pricing database so that quotations are up to date and accurate

RESPONSIBILITIES

The position involves:

- Creating a clear database of customer scales agreements
- Maintaining effective communication with the estimating and sales team
- Apply increases and make sure customer scales are up to date
- Create new pricing tenders when required

KEY COMPETENCIES

- Excellent Excel skills, including Functions, VLOOKUP, MAX MIN, IF amongst others;
- IT Literate
- Accuracy and attention to detail
- Personable with good communication and relationship building capabilities across all levels of the business
- Flexible in approach to work and workload requirements
- Able to work as part of a team and on own initiative
- Contribute positively to the effectiveness and efficiency of the Estimating and Customer Services department

If this role appeals to you, please apply in writing with a current CV to

Hollie Cullen, hcullen@cp-print.co.uk

If you currently work for CPI Group (UK) you must notify your Line Manager before you apply