

Pricing & Specification Coordinator

The Role

We have an excellent opportunity for an experienced **Pricing & Specification Coordinator** within our **Asset Management Team** based at our offices in Manchester. You will become an integral part of the Team providing support to our procurement, asset management, sales and rental departments.

Reporting to the Specification & Pricing manager, you will be responsible for the pricing, ordering and delivering of new HGV vehicles to the exact specification requested by our customers. This will involve liaising with vehicle manufacturers, bodybuilders and ancillary suppliers/manufacturers, collating prices for each aspect of the build specification and managing the build process through to delivery.

- You will be required to produce quotes for the Sales team and calculate monthly charges.
- Liaise closely with our Business Development Managers and Operations team to ensure deadlines are met and all documents are acquired before vehicles are released.
- Project manage each stage of the build process ensuring delays are kept at a minimum.
- Work closely with the Procurement Team ensuring assets are allocated correctly.
- Manage key dates within the build process, ensuring key stakeholders are updated of any changes.
- Sign off the costs for each project ensuring they come in on budget.

The Person

- Knowledge of commercial vehicles is a must for the role.
- Strong attention to detail.
- Ability to work on own initiative under minimal supervision
- demonstrate a strong work ethic.
- Reasonable knowledge of Excel.
- Excellent and effective communication skills.
- Ability to cross reference multiple sources of data.
- Ability to listen and provide assistance in resolving issues or recognising appropriate escalation points.
- Work well under pressure
- Works with colleagues in a collaborative manner to achieve objectives.
- High levels of initiative & problem-solving skills.
- Displays effective time management, meeting prescribed deadlines for both internal and external activities.

In return

You will have the opportunity to work for a business that is committed to investing in its people and company culture.

- Competitive salary
- 25 days holiday + bank holidays

Pricing & Specification Coordinator

- Never work your Birthday
- Holiday purchase scheme
- Excellent working environment
- Perkbox
- Life Cover
- Company pension scheme
- Free onsite parking