



invenio
systems



A Halma company



Commercial Coordinator

About Us

Halma Water Management (HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry.

We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of the Halma Group plc, Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match.

Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

Job Purpose

The key objective of the role is to provide excellent internal back-office support to our sales function and our international distributors networks, enabling them to focus the bulk of their time and attention on the front-facing customer relationships. The role-holder will be expected to provide documentation, tender searches and submissions and quote/order processing assistance. This is a key role in a dynamic technology manufacturing environment with product sales worldwide.

Main Responsibilities

- Managing tender search engines, ensuring comprehensive cover across all areas of the business. Managing tender submissions, collating (and writing) responses with effective multi-department management to ensure submission to deadlines.
- Supporting the quoting and order process, to ensure smooth processing of orders and clarity of customer expectations for operations.
- Prepare the department for future CRM implementation.
- Business meetings to identify and progress key selling actions with 3rd Party partners.
- Attending internal meetings (with Production, Engineering and the Customer Experience teams) and keeping external sales trackers updated at all times.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

Personal Specification

The role is based in Cwmbran, South Wales.

Proven experience of sales and administration in technical products is essential, with a preference for experience gained in managing detailed tender submissions.

Qualifications/Training

Our ideal candidate is likely to have degree-level qualifications in business management or a technical discipline. However, whilst this is desirable, we will also consider candidates who have learned the required skills on the job.

Full technical training on HWM products will be provided and technical support is available. Further training needs will be regularly reviewed.

Skills and Competencies

Clear indications of commercial acumen, with experience in dealing with customers in a technical business to business environment.

Management experience and the ability to communicate well both verbally and in writing.

Very well organised, strong administrator with a real eye for detail and focus on quality outputs. Cares about performance and likes to win!

Works well under pressure and delivers to deadline.

A good communicator, strong relationship-builder, adept at collaboration

Adaptability and Resilience: Thrives in a fast-paced, dynamic, and often uncertain environment, with the ability to adapt to changing market conditions and overcome challenges with resilience and determination.

Results-Oriented: Highly self-motivated and results-oriented.

How to Apply

To apply for this vacancy please contact hr@hwm-water.com, sending your CV along with a covering letter stating why you feel you are particularly suited to this role.