



# Project Tracking & Sales Lead Coordinator

## Company Background

The Encon Group is the UK's leading independent distributor of building materials with four specialist distribution divisions: Encon Insulation, Nevill Long Interior Systems, Encon Technical Solutions and Encon Construction Products.

Through our national branch network, we stock and supply an extensive choice of products from trusted manufacturer brands. These include thermal and acoustic insulation, external façade materials, interior systems and finishes, technical insulation, construction products and passive fire protection.

As the Distributor of Choice and Employer of Choice, we take pride in providing the highest level of service and support. Our workforce of approx. 500 people includes knowledgeable and experienced teams dedicated to adding value to customers at every stage of their project.

## The Role

We are looking for a **Project Tracking & Sales Lead Coordinator** to join our internal sales team at our branch in East London. This role is integral to our sales strategy and focus, working closely with our internal and external sales teams in the region to identify, evaluate and track major construction projects and contractor packages within the M25 and outer London areas.

The role is based at our East London branch in Dagenham and is a full-time position reporting to our Group Sales Strategy Director. This position requires a proactive individual with initiative and experience to coordinate and manage project leads and pipelines and maximise new and developing opportunities with main and specialist contractors.

Alertness to project leads, linking opportunities and maintaining up to date records in our CRM platform is an essential part of this role. The individual will be confident with researching and tracking leads via relevant sources such as market reports, subscribed portals, social channels and trade media. They will be proficient with Excel, CRM-based systems and construction data platforms such as Barbour ABI or Glenigan.

This is a varied and dynamic role, with the potential to develop and expand in line with an individual's ambitions and capabilities. The successful individual will therefore be motivated by continual learning and development and embrace ownership and strong teamwork.

### Role Requirements:

- Sales experience, working with relevant internal and external stakeholders to identify and evaluate major construction projects for the region and maintaining a strong and relevant pipeline in line with our commercial objectives.
- Lead the planning, logging, tracking and management of target projects and contractor packages across areas represented by our East London, West London and Maidstone branches, ensuring clear and timely updates to our internal and external sales teams within the region.
- Provide and support our branch and external sales teams with relevant and timely reports, generated via our CRM.
- Maintain strong relationships and contact with our Branch Directors, Business Unit Managers and branch teams across our East London, West London and Maidstone branches; the Regional Director, Regional Sales Director and external sales team; and our national sales teams.

### Skills & Experience:

- 2+ years in a sales position within construction
- Business and commercially astute
- Results driven, proactive and forwarding thinking
- Excellent communication and organisational skills, and demonstrate initiative
- Attention to detail and cross referencing
- Able to work with and process large volumes of information and data and translate for commercial advantage
- Strong stakeholder collaboration, building effective relationships with all relevant internal and external stakeholders
- Experience with CRM and project lead platforms
- Proficient across all Microsoft Office packages, and particularly Excel

This list is not exhaustive and may be subject to variation.