

Sales & Supply Chain Coordinator

Location: Novus Environmental, Thriplow (Near Royston, SG8 7RR)

Salary: Basic - £32,000 per annum

Contract: Full Time, Permanent

Reporting To: Commercial Manager

Office Based Role

About Novus Environmental

Novus Environmental, part of the Vetspeed Group, is a leading provider of specialist waste management services across the UK. We serve a diverse customer base spanning multiple sectors including healthcare, veterinary, pharmaceutical, education, manufacturing, research & development, chemical industries, government agencies and local authorities.

We provide a comprehensive range of sustainable waste treatment, recycling and disposal solutions designed to improve compliance, reduce costs and protect the environment.

At Novus Environmental, our people and customers are at the heart of everything we do. We are passionate about delivering exceptional service and building long-term, productive partnerships that create value for our customers. Our culture is built on collaboration, continuous improvement and providing opportunities for our employees to develop and grow their careers.

The Opportunity

We are seeking an ambitious and organised Sales & Supply Chain Coordinator to join our growing team. This is an excellent opportunity for an individual looking to build a long-term career within the environmental services sector.

Reporting directly to the Commercial Manager, you will play a key role in supporting the commercial and operational functions of the business. The position combines sales administration, supplier engagement, reporting, quotation support and supply chain coordination.

This role is designed as a development opportunity for someone who is eager to learn and progress. Through structured support, training and hands-on experience, the successful candidate will develop the skills required to ultimately progress into a Technical Sales Manager position within the business.

Key Responsibilities

Sales Support & Administration

- Provide administrative support to the Business Development team.
- Prepare, maintain and distribute sales reports and performance data.
- Support the management of customer records, opportunities and quotations within company systems.
- Assist with customer onboarding and account administration.
- Ensure accurate maintenance of pricing, supplier and customer information.

Supplier & Supply Chain Coordination

- Build and maintain positive working relationships with waste treatment and disposal suppliers.
- Liaise with suppliers to obtain pricing, service information and operational updates.
- Coordinate supplier quotations and service solutions to support customer requirements.
- Assist in managing supplier performance and service delivery standards.
- Support the development and expansion of Novus Environmental's supplier network.

Quotation & Commercial Support

- Assist in preparing specialist and hazardous waste quotations for customers.
- Work closely with suppliers and internal stakeholders to source compliant and cost-effective solutions.
- Support tender submissions and pricing exercises where required.
- Help identify opportunities to improve margins and service offerings.

Reporting & Analysis

- Produce regular reports on sales activity, supplier performance and commercial performance.
- Analyse data to support decision-making and identify business opportunities.
- Assist with forecasting, pipeline management and business reviews.

Customer Service & Relationship Management

- Deliver excellent customer service and maintain strong relationships with both customers and suppliers.
- Respond to customer and supplier enquiries in a professional and timely manner.
- Support the sales team in delivering high levels of customer satisfaction and retention.

About You

We are looking for a motivated individual who is keen to learn, develop and build a career within a commercial sales environment.

Essential Requirements

- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Confident communication skills, both written and verbal.
- Proficient in Microsoft Office, particularly Excel.
- Ability to manage multiple tasks and priorities effectively.
- Positive attitude and willingness to learn.
- Strong problem-solving and relationship-building skills.

Desirable Requirements

- Experience in a sales support, sales administration, coordination or supply chain role.
- Knowledge of waste management, environmental services or logistics industries.
- Experience working with CRM systems.
- Experience producing reports and analysing commercial data.

Career Development

This role has been created for an individual with ambition and potential. We are committed to investing in the successful candidate through training, mentoring and development opportunities.

As your knowledge of the industry, customers and commercial processes grows, you will be given increasing responsibility and exposure to customer-facing sales activities. The long-term objective is for the successful candidate to develop into a fully-fledged Technical Sales Manager, managing customer relationships and generating new business opportunities across Novus Environmental's specialist waste management services.

What We Offer

- Competitive salary of £32,000.
- Structured career development pathway.
- Ongoing training and mentoring.
- Opportunity to join a growing and ambitious business.
- Supportive and collaborative working environment.
- The chance to make a meaningful contribution to environmental sustainability and compliance.

Company Benefits

- Enhanced maternity pay.
- Enhanced paternity pay.
- Life Insurance if in our pension scheme.
- Access to our retail discount platform.
- Birthday Leave.
- Onsite free parking*.
- Referral programme.

*Due to the remote location of our site, it is not possible to reach us via public transport.

If you are looking for a role that offers genuine long-term career progression, exposure to a growing industry and the opportunity to develop into a commercial sales professional, we'd love to hear from you.