

Position: Junior Sales Coordinator

Location: Porthleven, Cornwall – remote/hybrid working considered

Salary Guide: £20k – £25k and benefits package

The Company

Flexi-Hex is an innovative, award winning sustainable packaging company with a vision to drive positive change within an industry that is rapidly transforming. Set up in 2018, the company has experienced considerable growth, worked with renowned brands including Mother Root, Beam Suntory and DHL, gained a loyal brand following and won numerous awards in the UK and Europe.

The Role

A support role ensuring the sales team runs efficiently, handling admin, customer communication, and early-stage leads.

Responsibilities

Sales Support

- Prepare quotes and order documentation
- Coordinate order fulfilment process from initial customer request through to shipping / delivery.
- Support sales team with admin tasks
- Maintain CRM accuracy

Customer Communication

- Respond to inbound enquiries via phone, email or in person
- Maintain regular communication with customers regarding their orders
- Coordinate orders with operations
- Provide updates to customers

Lead Handling

- Qualify inbound leads
- Book meetings for sales team
- Track and manage pipeline flow

Coordination

- Liaise between sales and operations
- Help ensure smooth delivery of orders

About You

- You have 0–2 years' experience (or strong graduate)
- You are highly organised and detail-oriented
- You have strong communication and negotiation skills
- You are comfortable using CRM systems, Microsoft Excel and other Office programs
- You have a positive, proactive attitude
- You are self-motivated but also love working within a small team
- You enjoy working flexibly, be it in the office, out in the field or at home
- You have a love of the outdoors and protecting our planet for generations to come

To apply, please email careers@flexi-hex.com:

- **Attaching your CV**

Our Core Values:

Be Genuine - We are honest with each other, our partners and customers and share openly through every thread of the company. Why? Because honesty leads to trust and respect.

Be Positive - We focus on the positives not the negatives. We are consultative to our customers, supportive of our colleagues and will have fun on the journey.

Be Solution Focused - Where there are questions, we find answers. We aren't afraid to explore new ideas, to push boundaries and seek new highs. And just like our product, we are innovative and flexible.

At Flexi-Hex we celebrate difference, we support it, and we thrive on it. Diversity benefits our colleagues, our products, and our customers. We are proud to be an equal opportunity workplace and our hiring decisions are based on qualifications, merit, and business needs.