

**Commercial Executive**  
**IFC a part of Kiwa**  
**Princes Risborough**

**Who are we?** Kiwa! A global top 20 Testing Inspection and Certification (TIC) organisation.

Active in industries from energy, to food, water, to consumer products to construction. With expert knowledge in these areas, we have Consultancy services specialising in Energy, Fire Safety/Certification/Engineering, Construction and in the Agri-food arena.

**About this business unit** International Fire Consultants - Recognised internationally as the go-to professionals in all aspects of fire safety, IFC is one of the world's leading fire safety engineering and solution providers.

**Help us grow, we are recruiting!** We are looking for a Commercial Executive to join our superb Contracts team, supporting with enquiries / creation and reporting of quotations.

**What will the role include?**

- Support with enquiries, processing in a timely manner
- Liaise with Operations to ensure that all quotations meet the customers' requirements
- Manage and prioritise the generation and issuing of quotations
- Assist the Sales team as necessary to ensure a seamless and consistent response to customers' enquiries through to orders being successfully placed
- Support the preparation of regular performance reports against agreed KPIs

**Do you have what it takes?**

- Administration experience
- Excellent attention to detail
- Able to work and meet deadlines
- Knowledge of Word, Outlook and Excel

**Benefits**

- Free onsite parking
- Hybrid Working
- 25 days holiday + Bank Holidays
- 37.5 hours per week (Monday to Friday)
- Competitive salary
- EAP - Free, independent **E**mployee **A**ssistance **P**rogramme, offering confidential information, support, advice and counselling, 24 hours a day, 7 days a week, 365 days a year
- Working for a leading organisation that supports internal progression and promotion

**Why make a career at Kiwa?** We achieve results. Our values run through our business; 'We **ARE** Kiwa', **A**mbitious, **R**eliable and **E**ngaged. That is how we interact not only with our colleagues and customers, but everyone we meet. We

embrace the personal development of all our colleagues, we will encourage you to be ambitious, explore new ideas and help make our world a safer, more sustainable place.

**Interested?** If you would like to be considered for this role or require more information about the role, please contact or send your CV to [uk.careers@kiwa.com](mailto:uk.careers@kiwa.com)