

Job Profile

1. Post

Post:	Sales Representative		
Department:	Sales		
Hours of work:	40+ You will be required to work a reasonable amount of overtime as dictated by the needs of the business.		
Shift Pattern:	Days (8am – 4.30pm)		
Salary:	Negotiable	Start Date:	January 2011
Holidays:	25 days plus statutory holidays		
Other Benefits	Company Car, Mobile Phone, Laptop/Ipad, Sales Bonus Scheme, Pension/Life Assurance and Company Sick Pay Scheme.		

2. Supervisory responsibilities/position in structure

Responsible to:	Operations Director
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3. Main function of job (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

Identify, develop and grow new business and sustain existing business profitably.

4. Main duties (brief description)

Duties/Responsibilities
<ul style="list-style-type: none"> - Maintain customer contact in order to identify new areas of business and/or to improve on current service offered. - Pursue and develop new accounts from company data supplied and your own research. - Analyse and report on company sales activity/performance. - Review customer history and follow through customer action/inaction. - Maintain and update all information relating to new customers using FML software and liaising. - Management and forward planning of sales appointments/diary. - Customer management.

5. Requirements to carry out job

Essential or desirable requirement – please indicate against each heading	E	D
Qualifications/education required:		
Qualifications by experience	Yes	
A successful track record within sales (internal and/or external)	Yes	
A successful track record within the repair industry		Yes
Computer literate	Yes	
Engineering background		Yes
Driving Licence	Yes	
Competencies required:		
Knowledge of sales/profit margins	Yes	
Ability to prepare sales reports	Yes	
Ability to prepare and present company presentations	Yes	
Specialist training required:		
Personal characteristics required:		
Communication		
Self motivation and the ability to manage your own workload		
Flexibility		
Common sense and initiative		
Possess a co-operative attitude towards seniors and fellow workers		

6. Special terms

Special conditions e.g. working with hazardous substances, equipment, animals:	
Working in different locations:	Due to the nature of the company's business you may be required to work at other locations, and on clients premises as reasonably requested by the company

This list is by no means exhaustive and it is a condition of your employment that other tasks are carried out in conjunction with this when needed and/or asked, to ensure the effective smooth running of the department and ultimately, Company.