**Job Description**

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| **Job Title:** | Sales Executive |
| **Reporting to (position):** | Steaven Hodgson – SPINKS Sales Director |
| **Hours of work:** | Your Normal working hours of work are between 8.30am and 5:00pm Monday to Friday, you may be required to work additional hours as may be necessary for the proper performance of your duties without extra remuneration |

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| **Job Objectives & Responsibilities:** |
| You will be responsible developing new business, primarily in the seating sector. You will maintain, develop and grow the business within your area whilst seeking new opportunities. |

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| **Main Duties:** |
| * Identify, develop and manage accounts to ensure sustainable profitable business in line with company set goals
* New business development – seek new opportunities within all seating sectors
* Meeting all targets and deliverables according to proposed timelines
* Demonstrate the benefits and features of our products
* Follow up on all order enquiries and follow through to delivery
* Develop marketing strategy – working with our internal marketing team
* Working with sales team, logistics, managers, and team members from other departments (such as accounts) to ensure the trading relationship runs smoothly
* Planning and presenting reports on account progress, goals, and quarterly initiatives to share with team members, stakeholders and directors
* Formulate and report sales forecasts
* Actively participate in sales meetings
* Attend and present at UK and International trade shows
* International customer visits will be required
* Ensure compliance with Health & Safety Regulations
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| **Key Skills:**  |  |
| * High levels of communication and presentation skills
* Self-motivated
* Excellent time management
* Strong negotiation skills
 | * Able to work under pressure
* Professional approach
* Promotes teamwork
* Ability to build and maintain relationships
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| **Person Specification:**  |
| * Enthusiastic and flexible approach to react on a day-to-day basis.
* Ability to self-manage your time during the working day.
* Remain focused to achieve targets
* Organised
* Structured
* Prioritise workload to deliver expectations and tasks.
* Has passion and enthusiasm for the products and company.
* Approachable
* Must be of smart appearance.
* Clean, full driving licence required
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