**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 |