

## JOB DESCRIPTION



JOB TITLE	<b>SALES REPRESENTATIVE</b>		
AREA	<b>NORTH EAST AND SCOTLAND</b>	SALARY	<b>COMPETITIVE</b>

We are looking for a committed, driven and keen individual to join our dynamic sales team. This is a fast paced role which is based around the North East and Scotland area.

**Previous experience in sales and knowledge of the glass industry is ESSENTIAL.**

### KEY RESPONSIBILITIES:

- > Build and maintain quality relations with existing assigned accounts, and increase account base and volume of sales on a consistent basis.
- > Follow up with sales leads generated through incoming calls, advertising campaigns, and other promotional efforts to expand current customer base.
- > Contacts customers via telephone, correspondence or in person by traveling as frequently as necessary to meet and surpass profitable sales goals for the company.
- > Apply technical knowledge of company products and services to best meet customer needs.
- > Maintain updated appropriate paperwork on all accounts in assigned territory for the development of sales forecasts for each customer.
- > Complete and submit sales reports each week/month on account activity, outstanding proposals, proposals secured, and proposals lost with complete documentation.
- > Understand and support company sales policies and procedures to provide proper and effective service to all customers, and foster the development of long term business relationships.
- > Assists and resolves customer complaints in a timely manner, notify management of problems and suggests corrective actions.
- > Stay abreast of market conditions regarding products, product updates, service offerings, and new technologies through available resources.
- > Attend weekly branch meetings to review customer spends, future prospects/orders, production issues and customer feedback.
- > Attend training activities and trade shows on behalf of company to present information regarding company products and services.
- > Contribute to training, marketing, and technical literature as needed, in order to promote the activities of the company.
- > Update CRM system and ensure all necessary follow-ups.

<b>NORTH</b>	<b>EAST</b>	<b>SOUTH</b>	<b>SCOTLAND</b>	<b>INSTALLATION</b>
MANCHESTER 0161 728 8080	DERBY 01773 712 920	COLCHESTER 01206 222 090	EDINBURGH 0131 526 4141	BIRMINGHAM 0121 521 2180



## SKILLS/QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- > Demonstrate a broad knowledge of fire glass products, techniques, rules and regulations; use this knowledge to drive sales.
- > A sound knowledge of the principles and practices of sales, with an ability to open, negotiate and close a sale.
- > Excellent interpersonal skills with exceptional influencing and negotiation skills.
- > Excellent customer service skills
- > Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- > Ability to write reports and business correspondence.
- > Ability to effectively present information and respond to questions.
- > Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- > Ability to solve practical problems and deal with a variety of variables in situations where only limited standardisation exists. Ability to interpret a variety of instructions either written, oral, or diagram, or schedule form.
- > Demonstrate sound I.T skills including a working knowledge of Microsoft Office packages.
- > Full Driving Licence

## BENEFITS:

- > Competitive salary + Bonus
- > Company car
- > Specialist industry training
- > Fantastic progression opportunities within a fast growing company

## TO APPLY:

Contact	<b>Mark Gamwell, Sales Manager</b>
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Email	<b>mark.gamwell@fireglassuk.com</b>
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**STRICTLY NO AGENCIES.**