

Area Sales Manager

Job Title – Area Sales Manager

Location / department – On the road

Reporting to – General Manager

Holiday: 28 Days Inc bank holidays and company shutdowns.

Hours: 7.30am - 4.30pm 1hr Lunch**

*Salary dependent on experience

**You may be required to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business

Job Purpose

To be a fully integrated member of the management team, you will manage and increase existing customer accounts by personal and consistent sales service together with the development of new accounts by planned and coordinate sales efforts, resulting in increased monthly sales. You will drive and co-ordinate key accounts and maximise revenue and profits to hit our monthly KPI's.

Key tasks

- source and develop new business
- prepare sales action plans and strategies
- schedule sales activity
- maintain and improve current customer database
- Plan and conduct direct marketing activities
- make sales calls to new and existing customers
- make presentations of company products and services to current and potential customers
- negotiate contracts and LTA's
- develop sales proposals
- maintain sales activity records and prepare sales reports
- respond to sales inquiries and concerns by phone, electronically or in person
- ensure customer service satisfaction and good client relationships
- perform quality checks on product and service delivery
- carry out market research and surveys
- participate in sales events
- monitor competitors, market conditions and product development

Any other duties as may be reasonable requested by the General Manager

Other responsibilities

- Health, Safety & Environmental procedures
- Liaising with the Sale team and production team

Directly Supervised

- General Manager

Education, Experience / Qualifications

- Knowledge of experience gained whilst working in Customer sales areas.
- Computer literate and able to use software packages i.e. Sage, Excel, Office and Word.
- Focused and self-starter.
- Strong leadership skills.
- Excellent verbal and communication skills including report writing.
- Strong sales experience with a background in looking after key accounts
- Confident and friendly
- Excellent telephone manner
- Good organisational skills with a high level of initiative
- Professional and dependable
- Enthusiastic and keen to grow with our business
- Energetic, self-motivated and persistent
- Quick to build a rapport with existing customers
- Experience working to KPI's

This is not an exhaustive list, and should be used as a general guide to the type of person required to be successful in this job.

Sectional goals

- Achieve Customer On-time Delivery – 100%
- Improve overall shop floor efficiency
- Helping adhere to ISO and setting the infrastructure for AS9000 with a goal of achieving it within 18months
- 100% paperwork trail from start to finish