



Job description

Job title	Field Sales Executive
Department	Countrystyle East
Reports to	Sales Manager
Financial sign-off limit	N/A

Position summary

Main job functions

The Field Sales Executive is responsible for self-generating and building commercial opportunities by converting these into revenue for the business.

This role is the first point of “face to face” contact with the customer, by portraying professionalism and confidence that delivers the ultimate in customer experience; to build an active customer base.

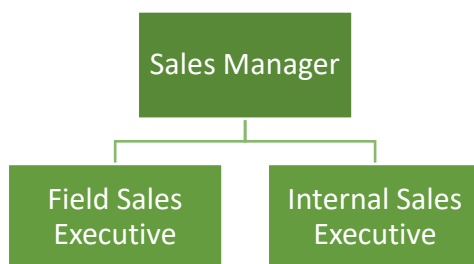
By applying personable sales skills, the Field Sales Executive will capitalise on commercial opportunities through the negotiation of prices in order to achieve the individual sales targets / KPIs set by the Management Team.

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

Job location

Thetford

Supervisory responsibilities/position in structure



Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Responsible for achieving your set targets per month by seeking new business by cold calling and appointments.	



Must arrange 20 appointments per week minimum.	
Must arrange 80 cold calls per week minimum.	
Responsible for increasing revenue by new business contracts.	
Ensure you are a point of contact for customers if required.	
Report any issues to the Sales Manager and/or Business Development Manager on a regular basis.	
Responsible for maintaining knowledge of services and products.	
Proactive Sales Approach by implementing and following the Strategic sales plan.	
Applying various sales skills to capitalise on commercial opportunities through the negotiation of prices.	
Maintain a level of pro-active telephone, face to face contact with prospective customers.	
Effectively deal with telephone/email enquiries requesting quotations for services	
Create quotations	
Proactively research local opportunities & ensure all quotations are followed up when necessary.	
Achieve team and individual sales targets as set by the Management Team within the agreed time scale.	
Ensure all orders received are entered into the internal system accurately.	
Liaise on a daily basis with your colleagues and update them on any developments in your work, ensuring a high level of team relationships exist	
Provide the Management with sales reports on a weekly/monthly basis	
Ensure that all customer complaints, issues, and queries reach a successful and appropriate conclusion. Where relevant, escalate matters to the Management Team.	
To ensure that all personal sales KPIs are achieved	
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co-workers to help everyone meet their legal requirements.	

The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.



Person specification

Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Computer skills and ability particularly Microsoft packages	
Excellent communication skills with a good telephone manner	
Literacy and Numeracy skills	
Ability to work without close supervision	
Attention to detail and able to closely follow instructions	
Able to demonstrate a good level of negotiation skills with internal and external customers	
Can demonstrate effective interpersonal and influencing skills	

Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Previous experience in a Field Sales Environment	
Proven Track Record in Achieving Targets	
Used to Working under pressure	

Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable
GCSE grade A-C	Preferably qualifications to include Maths and English



Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Team Player	
Methodical with great attention to detail	
Versatile and flexible	

Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	