

Job Description - Regional Sales/Business Development Manager

Purpose

Identify, develop and achieve profitable sales revenue for James Tobias Ltd from new and existing clients.

Key Responsibilities

- Identify sales opportunities and create interest from potential and existing clients through regular and purposeful contact.
- On receipt of sales leads from various sources quickly follow them up with the enquirer as appropriate to develop the lead into a sale.
- Advise clients on solutions for their needs specifying appropriate product and configurations: e.g. sizes openings filing capacities, storage options etc. Present and explain the company's various products to clients.
- Conduct surveys at client premises to assess customer requirements and produce data sufficient for a quotation to be supplied by the estimating department
- Ensure that an accurate quotation is returned to the customer and follow up with the customer in order to secure an order. Confirm everything in writing including customer purchase order.
- Consult and agree with the Managing Director any changes to standard pricing or pricing requests as necessary.
- Monitor and check, along with the client, that the drawings produced by the project team for the client are in line with the customer's requirements and survey
- Monitor any problems regarding delivery or installation with the appropriate James Tobias personnel to a satisfactory conclusion.
- Ensure all existing client personnel base are kept up to date and well informed about the company's product range in order to maximise the sale of products
- Work closely with other team members and assist colleagues with meetings and surveys at client premises Report and discuss competitor activity and any lost enquiries with the sales team at these meetings
- Attend regular sales meetings and produce sales activity reports detailing sales revenue forecasts
- Attend the factory to meet other personnel and assist installation team as required with any problems with client fitting schedules
- You may be called upon to do additional work not necessarily itemised in your Job Description; which is deemed necessary to assist in the overall day to day running of the Company

Key Skills

- Experience in business to business sales
- Practical aptitude, strong spatial awareness for surveying and estimating
- Numerate attention to detail and accurate
- IT skills – Microsoft office
- Self motivation