

# Job Description



<b>Job Title</b>	LPS Sales & Business Development Representative
<b>Department</b>	Sales
<b>Line Manager</b>	Semmco LPS General Manager

The following activities and responsibilities form the important and critical aspects of the Job Description. However, there will be additional responsibilities associated with the day to day business requirements which will be associated with this position.

## Job Function & Scope

The LPS Sales & Business Development Representative is responsible for generating and developing sales for Company's HEAD equipment LPS markets throughout the UK and Europe.

The following activities and responsibilities form the important and critical aspects of the Job Description, however, there will be additional responsibilities associated with day-to-day business requirements:

### Duties:

- Promote the Company's range of Life Protection products.
- Identify new and existing key market sectors or new development opportunities.
- Plan and ensure regular customer contact/visits with existing and potential customers within the designated market sectors whilst establishing key contacts.
- Agree targets with General Manager, set in place system methodology to achieve agreed sales and profit targets.
- Taking customer calls, sales/web enquiries and responding to customer needs as required.
- Liaising / collaborating with training providers to help promote our products.
- Prepare and follow up on customer quotes.
- Maintain customer records, provide regular and comprehensive reports to management on market conditions, buying objections, buying trends, marketing effectiveness, and product feedback.
- Obtain and communicate all relevant product details which affect design, purchasing and production.
- Plan, prepare and attend exhibitions as and when required.
- Prepare and present sales presentation and product demonstrations both internally and to customers / potential customers.
- Provide technical support regarding costing and estimation of products projects and tenders as the business needs require.
- Assist Sales colleagues across the business when required, with key account UK customers either through visits or entertaining.
- Co-ordination with LPS team, particularly the LPS Production and Quality Manager and the LPS Support Administrator.
- Assist with reports and information market sector and customer related information appertaining future business planning. Prepare monthly or quarterly progress and outstanding quotation reports.
- Provide training for LPS customers.
- Key to the role is good knowledge of the health & safety industry, relevant industry standards and best practice for the company products.

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## **Communications**

The LPS General Manager is to be first line manager but the position will involve working closely with other members of the company and following instructions and requests from them - in particular the production team, administrators and other sales members.

## **Administration**

The company operates using a quality system ISO 9001: 2008. All work must be recorded as per the company quality system, and company procedures must be followed. All materials used must be recorded and accounted to for to ensure that customers are charged correctly.

Semmco employees are expected to act appropriately in all dealings with customers, suppliers, members of the public and other members of staff, to work and communicate in a professional manner either face to face, over the telephone or via written communication (including email) at all times.