

Job Description



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| Job Title | Sales & Business Development Representative |
| Department | Sales |
| Line Manager | Senior Sales & Business Development 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 portfolio of specialist access equipment for the rail and aviation markets across 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 aircraft engineering ground support systems, rail and fuel 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 Senior Sales & Business Development 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.
- 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 details which affect design, purchasing and production.
- Attend and or discuss weekly contract review and T card meetings.
- Plan, prepare and attend exhibitions as and when required. Prepare and present sales presentation and product demonstrations.
- Liaise and provide technical support regarding costing and estimation of products projects and tenders as the business needs require.
- Assist Sales colleagues when required, with key account customers either through visits or entertaining.
- Assist with reports and information market sector and customer related information appertaining future business planning. Prepare monthly or quarterly progress and outstanding quotation reports.
- Key to the role is good knowledge of the GSE industry, relevant industry standards and best practice for the company products.

Communications

The Senior Sales & Business Development 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 Semmmco General Manager, Design team, Production team, and other members of the sales team.

Job Description



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.