

EXTERNAL SALES ENGINEER

Job Description



Job Title: External Sales Engineer

Reporting to: Sales Manager

Reporting: Monthly sales report including Projected invoicing through HubSpot.
Weekly reporting of sales figures / opportunities to Sales Manager – **Friday 12:00**
Complete call plan through Outlook – **Friday 17:00**

Job Role: Representing the company primarily offering air compressor service but also promoting the full portfolio of products.

- Meet agreed sales and profit targets as set by the Sales Manager.
- Manage your territory with an effective call plan achieving a minimum of 40 calls per month visiting new or existing customers to follow listed points below:
- Target new customers to win air compressor service work
- Prospecting new and drifted accounts.
- Actively promote the remainder of the company's portfolio to existing customers
- Develop relationships with key accounts in assigned territory
- Track customer calls and provide reports accordingly using CRM tool as directed.
- Effectively manage quote log and follow up as needed
- Work closely with Technical Services Department for specification

Quotations / Order Processing

Quotations submitted to your accounts should be approved by the Sales Manager before submission, unless subject to a prior arrangement.

Additional quotation / customer support to be offered depending on personnel availability and / or existing customer relationship.

Orders must be entered via the office sales and service team whom will follow the processes required. You will not be permitted to place customer purchase orders.

Training

Enough for the task at hand and approved by the Sales Manager to include but not limited to:

- HPC/Kaeser air compressors
- Infinity Pipework systems
- Hubspot CRM

Stay abreast of legislation and seek training where required (BCAS registration, seminars etc.)

Personnel Responsibilities

Directly responsible to the Sales Manager. There may be, on occasions, where responsibility will need to be assumed for other personnel dependent on circumstances and the needs of the business. You may also be required to undertake any other duties as may reasonably be required from time to time.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company regarding the quality management system, general standards, health and safety and confidentiality.

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