

EXTERNAL SALES ENGINEER

Job Description



Job Title: External Sales Engineer

Reporting to: Sales Director

Reporting: Monthly sales report including projected invoicing through HubSpot, Recent Successes and Current Projects to be supplied to Sales Director – **15th Each Month** Weekly reporting of sales figures / opportunities to Sales Director – **Friday 12:00** Complete call plan through Outlook – **Friday 17:00**

Job Role: Representing company portfolio offering all products and services to customers.

- Meet agreed sales and profit targets as set by the Sales Director.
- Manage your patch with effective call plan achieving a minimum of 40 calls per month visiting new or existing customers to follow listed points below:
 - Design and engineer compressed air solutions
 - Prospecting new and drifted accounts to generate revenue
 - Actively promote 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 Director 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 are not permitted to place customer purchase orders.

Training

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

- HPC
- Mikropor
- Omega
- Infinity

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

Personnel Responsibilities

Directly responsible to the Sales Director. 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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