

## Job Specification

<b>Position</b>	Field Sales
<b>Reporting to</b>	TBC
<b>Purpose of Role</b>	The role will be responsible for generating and responding to sales enquiries for projects in excess of £100K. You will be expected to grow the business across the UK and Europe by exceeding monthly sales targets and KPI's.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Generate leads using traditional sales methods such as networking, market research and target sales initiatives.</li> <li>• Respond to enquiries received via phone, email or post.</li> <li>• Present Mezzanine to potential clients through direct communication, face to face meetings, telephone and emails.</li> <li>• Work closely with the company's Marketing Department to drive sales initiatives.</li> <li>• Ensure Mezzanine remains proactive and responsive to prospective clients.</li> <li>• Maintain regular contact with members of the Mezzanine sales team to ensure a cross flow of information.</li> <li>• Liaise with the design team on production of quotations and managing the quotation pipeline.</li> <li>• Follow up on sales leads to ensure a high conversation rate in line with the company's KPI's.</li> <li>• Support the Contracts Director and Operations Director with customer satisfaction and after sales care meetings.</li> <li>• Provide monthly reports of sales activities to the Directors.</li> <li>• Attend networking events when required.</li> <li>• Manage and maintain comprehensive documentation regarding all sales opportunities</li> </ul>

## Person Specification

Essential	Desirable
<b>Education and Training</b> <ul style="list-style-type: none"> <li>Minimum GCSE's or equivalent, with at least a C grade in English and Maths.</li> <li>A recognised sales and/or marketing qualification</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Degree level or equivalent</li> </ul>
<b>Experience and Skills</b> <ul style="list-style-type: none"> <li>Field sales experience.</li> <li>Excellent computer skills including MS office packages and the ability to learn inhouse systems</li> <li>The ability to interpret technical drawings (2D and 3D)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the civil/structural engineering industry,</li> <li>Experience of steelwork/mezzanine flooring</li> </ul>
<b>Personality and Motivation</b> <ul style="list-style-type: none"> <li>Able to multitask and work well under pressure</li> <li>Enthusiastic, can do attitude</li> <li>The ability to achieve a performance standard against a set target</li> <li>Highly proactive and motivated to increase sales from existing and new customers</li> <li>Diligent, following up on enquiries in a timely manner and managing time effectively to maximise sales</li> <li>Generate innovative ideas which will help push sales</li> <li>Willingness to travel when required</li> </ul>	
<b>Communication &amp; language skills</b> <ul style="list-style-type: none"> <li>Excellent communicator</li> <li>Persuasive and excellent negotiation skills, equally good at winning work and resolving any issues directly with the customer</li> </ul>	