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| **Job Title** | Field Sales Executive |
| **Reports To** | Business Development Manager / Sales Director  |
| **Department** | Group |
| **Location** | Yorkshire  |

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| **Primary Purpose of the Role**The Primary purpose of the Field Sales Executive role is to promote the Ashcourt Groups products and services. This predominantly covers Concrete, Aggregates, Fuels and Waste management services to existing and new clients. The field sales executive will work with staff across all departments to increase sales revenue for the business.  |

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| **Key Accountabilities** |
| (The key responsibilities of the role against which performance is measured)* Visiting customers and prospective customers on a pre-arranged appointment or Cold calling basis.
* Managing your own diary, booking appointments with key people.
* Responsible for maintaining relationships with existing customers / account holders.
* Responsible for bringing in new business in the Hull, Pocklington, York and Leeds areas
* Dealing with incoming enquires and ensuring all are responded to and priced accurately and in a timely manner.
* Chasing up leads
* Identifying new prospects
* To prospect new business both over the phone and face to face.
* To promote and sell The Ashcourt Groups products / services to New Business Customers
* Work to a Sales Diary ensure that you plan/arrange fixed business appointments
* Work on own initiative and price within set guidelines when quoting customers ensuing all quotes and orders are commercially viable
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| **Projects/Reporting*** Analyse your territory/area – Look for possible new business leads and sites – be creative
* Provide analysis on costs, new and existing and review cost reduction activities
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| **Health & Safety Role*** Support in accident, incident and near miss investigations by providing statements and evidence where required
* Cooperate with Line Manager/Supervisor to assist in meeting legal requirement
* Follow and adhere to risk assessment controls, safe systems of work and PPE requirements.
* Take care of own health and safety and others that may be affected by their actions.
* Comply with site rules on a variety of locations
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| **Training Awareness & Competencies**Ensure that :-* Have an awareness in Health and Safety issues.
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| **Emergency preparedness and response*** Periodically follow emergency procedures where practicable.
* Support fire and emergency plans on site, monitor controls and effectiveness through periodic drills.
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| **Competencies**(the competencies associated with the role)* Verbal communication.
* Ability to work under pressure.
* Teamwork.
* Strong work ethic.
* Negotiation skills.
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| **Qualifications/Experience** | Essential | Desirable |
| (What are the qualifications required for this role) |
| GCSE or equivalent in Maths and English | ✓ |  |
| Minimum 3 years practical experience in a similar environment e.g. Construction |  | ✓ |
| A proven ability to communicate effectively | ✓ |  |
| A competent understand of concrete and aggregates products | ✓ |  |
| Knowledge of Workplace Safety |  | ✓ |
| CSCS – Relevant card | ✓ |  |
| Computer literate, with advanced Excel skills/abilities | ✓ |  |
| Good knowledge of negotiation, commercial understanding and cost breakdown | ✓ |  |
| **Trainable** |  |  |
| Manual handling |  |  |
| Company procedures |  |  |
| Fire Marshal |  |  |

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| **Specific Skills/Knowledge** |  | Essential | Desirable |
| (What are the skills required to sustain this role) |  |
| Awareness of Health and Safety Legislation |  | ✓ |  |
| Able to manage time effectively, prioritise tasks and achieve set targets |  | ✓ |  |
| Takes responsibility for and ownership of tasks |  | ✓ |  |
| Ability to prioritise and manage own workload |  | ✓ |  |
| Ability to work on own initiative as well as part of a team |  | ✓ |  |

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| Name |  |
| Signed |  |
| Date |  |