

Job Title:	Senior Sales Executive
Company/Function	Taylor Maxwell & Co Ltd / Sales
Location:	
Position Type:	Full Time
Reporting to:	Regional Managing Director or Regional Sales Director

Job Description
<p>Overview</p> <p>Sell agreed products from the company's product portfolio to architects, developers and contractors.</p> <p>Details</p> <ul style="list-style-type: none"> • Be proactive to develop relationships with customers and suppliers. • Embrace and promote the companies culture and values. • Promptly respond to supplier and customer requests. • Manage a project database. • Support the company's marketing department and marketing campaigns. • Maintain jobs in pipeline report and submit monthly. • Produce weekly call reports. • Respond promptly to Post Order Administration when requested. • Assist Credit Control to manage customer accounts within company procedures. • Comply with all KPIs set by the business. • Exceed current annual delivered income target set for Senior Sales Executive position (Further details can be obtained from the Sales Performance Management Procedure). • Any other duty deemed by the directors to be in the interest of the team in achieving its objectives.

Person Requirements

Essential

- Proven Sales Experience.
- Full clean driving licence.
- Good ability in Windows PC environment including Outlook, Word and Powerpoint.
- Must be able to communicate effectively.
- Ability to work under pressure and make correct decisions.

Desirable

- Experience of using iPad for sales.
- Brick and Cladding Industry knowledge.

All employees have a duty not to discriminate against each other, customers or suppliers and not to help anyone else do so.

Approved by:	Martin Rudge		23/04/2015
Last Updated by:	ADD	Date	14/04/2015