

Job Title	Regional Manager
Company / function	Taylor Maxwell & Co Ltd / Sales
Location	
Position Type	Full Time
Reporting To	Regional Sales or Regional Managing Director

Job Description
<p>Overview</p> <p>Manage designated sales staff and sell agreed products from the company's product portfolio to architects, developers and contractors</p> <p>Detail</p> <ul style="list-style-type: none"> • Manage and support designated members of the external sales team and pre-order staff. • Monitor the branch profitability and performance against agreed targets. • Assist with all branch recruitment. • Assist with training and development of new recruits and under performers. • Support company's marketing policy. • Liaise with Regional Customer Service Manager on post-order queries/issues. • Monitor branch accounts with Credit Control and ensure action taken. • Assist branch personnel with any dispute and financial claims. • Manage local relationships with all key suppliers including the setting and management of annual targets. • Review KPI performance of external sales team and action agreed targets. • Monitor branch brick allocations and performance. • Maintain and develop personal customer relationships. • Exceed personal annual Bonus Target and conform to Sales Performance Management Procedure.

- Ensure all personal customer and supplier project databases are updated by due date.
- Carry out annual appraisals with all members of staff reporting directly to you.
- Any other duty deemed by the directors to be in the interest of the team in achieving its objectives.

Person Description

Essential

- Proven sales skills in construction facades.
- Excellent oral and written communication skills.
- Good IT skills including word processing, spreadsheets and databases.
- A good understanding of accounts, credit limit management and finance.
- A positive “can-do” attitude and flexible approach.
- Over 5 years’ experience in construction facades selling.
- Proven problem-solving ability in the construction industry.
- An understanding and commitment to equal opportunities and diversity.
- Ability to work effectively as part of a team.
- An understanding of and commitment to continuous improvement.

Desirable

- Sales management skills

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

Reviewed by:	MAR	Date:	24/03/2016
Approved by:	MAR	Date:	24/03/2016
Last updated by:	JMT	Date/Time:	24/03/2016