



JOB DESCRIPTION - Commercial Sales Executive

To work as part of the commercial sales team, delivering both business and personal objectives by developing sustainable relationships with a range of clients, maximising their potential to achieve established sales and quality of service targets.

This will be achieved by:

- Taking responsibility for a range of key accounts to nurture and develop mutually beneficial partnerships
- Taking enquiries from clients by phone or email, processing the enquiry or forwarding on where outside the brief of the team
- Issuing sales estimates and orders through our business management system SAP B1, maintaining responsibility for those transactions through the process
- Working within the business framework from enquiry to delivery, paying close attention to margins and profitability
- Gathering and sharing product and market information
- Attending trade events as required to represent the business
- Escorting visitors around the site to facilitate sales, as directed by the line manager
- Providing support to other team members in their absence to ensure that all customers consistently receive the best service possible

This is an overview of the responsibilities. The postholder will work as part of the team to deliver the defined objectives of the department and, from time to time, participate in additional projects as may be determined. This will be achieved by meeting timelines and objectives to support the continued growth of the business.