

## **Bolt and Nut Manufacturing Ltd.**

### **Job Description**

**Position** – Scandinavian Sales Executive

**Reporting to** – Export Sales Manager

### **Outline of Job requirements**

The Scandinavian Sales executive will work as part of the sales department handling new and existing accounts. Contacting potential customers to generate new business. Meeting targets and deadlines. Liaising between the company and customers. Ensure that sales margins are adhered to.

### **Duties to include but not limited to;**

- Handling of existing and new customer accounts.
- Ensure KPI's are achieved including sales targets, TOP 50 generation, calls, visits and new accounts
- Ensure all paperwork/systems are adhered to i.e. Potentials sheet, Call reports, filing etc.
- Attend exhibitions and visit specific customers as required.
- Introduce new business from prospective accounts and to regenerate business from dormant accounts.
- Investigate and progress new markets and opportunities.
- Managing accounts of existing customers and generating sales.
- Promote business to build customer portfolio.
- Raise the industry profile of the company to current and prospective customers.
- The generation of new business within your area and within the sectors and on the terms specified by the Sales Director.
- To assist in developing the sales and marketing strategy to include advertising and promotion.
- To work closely with the Sales Manager to help form a successful Sales Team.
- Win business at or above the companies minimum approved margins (unless by prior agreement).
- Research new prospects
- Promote good communication across departments. Always communicate any worthwhile situations with the management team within the Commercial office.
- Liaise with customers immediately in the event of and potential issue arising which may become or be a difficult situation. i.e. Price increases, late deliveries, etc.

### **Essential Requirements**

Excellent Communication skills, Drive and determination. Good negotiation and interpersonal skills. Experience in Microsoft systems. Well-presented and professional. Good level of education. Driving licence.

### **Targets and Personal Development**

Gain a good knowledge and understanding of threaded fasteners and key industries to help develop and grow the business.

### **Days / Hours of Work,**

Monday – Friday: 8:00am – 17:00pm (Lunch 12:00 – 12:30)

### **Start date:**

ASAP