

ALLCLEAR ENVIRONMENTAL JOB DESCRIPTION

JOB TITLE:	Export Sales Manager
REPORTING TO:	Owner
SALARY:	c.£17,000 (+ bonus+car)
JOB PURPOSE:	To support and coordinate the effective planning and implementation of a sales strategy aimed at increasing the company profile within target local and export markets.

RESPONSIBILITIES:

- Identify, profile, analyse and implement new business opportunities in niche local and export markets. Assess market entry options and identify the most appropriate means in each case.
- Coordinate and handle follow up on existing leads and proactively generate new leads in an effective and structured manner.
- Contribute to the ongoing planning and development of the company's sales and marketing and business development strategies.
- Construct sales forecasts and monitor and report on sales achievement.
- Establish solid working relationships with key players in target markets aimed at developing and growing long term contract business.
- Efficiently manage the company's niche local and export sales activities including the preparation of monthly reports to enhance management decision making ability.
- Establish and maintain a customer information database and ensure the Owner and management team are kept fully informed through reports and discussion regarding sales activity.
- Liaise with current and potential customers on a regular basis to ensure that they continue to be satisfied with the company's products and that these are being sold to the best advantage.
- Review the company's products and services against market needs and competitor provision in target markets and recommend improvements.
- Liaise with the Operations team on despatch and product distribution arrangements.
- In conjunction with the Owner, develop and ensure the execution of challenging personal sales targets.
- Contribute positively to the business and financial performance of the company.

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PERSON SPECIFICATION

JOB TITLE: Export Sales Manager

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications/Attainments	<ul style="list-style-type: none">• A good level of secondary education demonstrating high levels of literacy and numeracy• Completion of sales related courses	<ul style="list-style-type: none">• A degree or diploma in a business related discipline with sales/marketing as a major component
Experience	<ul style="list-style-type: none">• A minimum of 5 years of sales experience• Proven track record in independently developing new sales	<ul style="list-style-type: none">• Experience in the agricultural sector• Understanding of marketing principles and their application in business
Special Aptitudes	<ul style="list-style-type: none">• Excellent interpersonal and communication skills, including negotiation and presentation skills• Strong analytical, planning and organisational skills• Business awareness/commercial acumen• Effective time manager• Computer literate	
Disposition	<ul style="list-style-type: none">• An energetic self-starter able to work on own initiative• Team player	
Circumstances	<ul style="list-style-type: none">• Able to work flexible hours to meet business needs• Current driving licence• Able to travel extensively	<ul style="list-style-type: none">• Clean driving licence