

SALES EXECUTIVE

Job Description

Department: Sales

Reports to: Head of Sales

Purpose:

To generate sales opportunities with new and existing customers. To build long term relationships and work with customers to provide solutions.

Primary Responsibilities:

1. Seek out opportunities with Airlines, Lease companies and MRO facilities
2. Visiting Customers, dealing with potential opportunities, point of contact for any issues
3. Coordinate with internal departments as necessary to obtain relevant information to assist with quotations
4. Generating relevant visit reports highlighting potential opportunities and issues
5. Market research to assist with sales leads and opportunities
6. Maintain and develop relationships with Customers in person via telephone and emails
7. Prepare relevant costings, quotations and proposals
8. Represent the Company at trade shows, events
9. Travel as necessary to support relevant Customer visits
10. Provide up to date sales information to Head of Sales relating to sales budgets
11. Monitor competition and update competitor matrix.
12. Any other duties needed in support of the business.

Health and Safety and Quality Responsibilities:

1. To ensure they work in a safe manner
2. To work within the company's procedures and policies

Positions Reporting to this Position:

1. None
2.
3.
4.

Key Contacts (Internal and External):

1. Head of Sales
2. Programme Management
3. Design
4. Operations
5. Purchasing

Key Accountabilities (where appropriate):

1. Generating Sales opportunities

Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):

1. Considerable exposure to DSE and computer workstation.

Personnel Specifications

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Qualifications, Training & Experience:

	Essential	Desirable
1. Broad general education	Yes	
2. Understanding of Aviation industry and Customers	Yes	
3. Relevant sales training and experience	Yes	

Knowledge of:

	Essential	Desirable
1. Aviation industry	Yes	

Skill in:

	Essential	Desirable
1. Fully developed IT skills, including proficiency in Word; Excel; PowerPoint; Outlook.	Yes	
2. Understanding Customer needs	Yes	
3. Positive and confident approach	Yes	
4. Self-motivation and ambition	Yes	

Ability to:

	Essential	Desirable
1. Good communication and interpersonal skills	Yes	
2. Good telephone manner.	Yes	
3. Work on own initiative.	Yes	
4. Supportive of a team environment.	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities.	Yes	
6. Honesty and integrity.	Yes	
7. Willing to help in areas outside of remit if required.	Yes	

Signature of Position Holder _____ Date

Signature of Manager _____ Date

File Copies: (1) Employee, (2) Manager, (3) Human Resources