

**Job Description**

**Department: Sales & Marketing**

**Reports to: Sales & Marketing Director**

**Purpose:**

**To generate sales opportunities with new and existing Customers. To build long term relationships and work with Customers to provide solutions, control sales pipeline & assist with long term sales strategy**

**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. Actively assist in providing relevant Sales & Marketing plans
7. Contribute in developing strategic direction of the Company
8. Prepare relevant costings, quotations and proposals as necessary
9. Represent the Company at trade shows, events
10. Adopt "cradle to grave" mindset with Customer projects as necessary
11. Travel as necessary to support relevant Customer visits
12. Provide up to date sales information to Sales Director relating to sales budgets
13. Any other duties needed in support of the business

**Other Responsibilities:**

1. Deputise to Sales & Marketing director in attendance of weekly Management Meeting, during Holidays or absence

**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:**

**Key Contacts (Internal and External):**

1. Sales Executive
2. Sales administrator
- 3.

1. Sales & Marketing Director
2. Program Management
3. Design

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Signature Manager .....

4.	4. Operations
	5. Purchasing

**Key Accountabilities (where appropriate):**

1. Generating Sales opportunities
2. Strategic sales approach and reporting

**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.
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**Personnel Specifications**

**Qualifications, Training & Experience:**

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

**Knowledge of:**

	Essential	Desirable
1. Aviation industry	Yes	
2. Customers	Yes	
3. Sales and Marketing strategy	Yes	

**Skill in:**

	Essential	Desirable
1. Staff management	Yes	
2. Understanding Customer needs	Yes	
3. Positive and confident approach	Yes	
4. Self motivation and ambition	Yes	

**Ability to:**

	Essential	Desirable
1. Communicate well with strong interpersonal skills	Yes	
2. Exemplary 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**

Signature HoS .....  
 Signature Manager .....