

# Area Sales Executive Job Description

## Company Background

Encon Insulation & Nevill Long is the leading independent UK distributor of thermal and acoustic insulation, interior systems, fire protection, roofing, construction products and external façade materials.

As the Distributor of Choice, we take pride in providing the highest level of service and support. We have around 600 employees, with specialist teams dedicated to our key market sectors, and we work hard to add value to every project.

## The Role

As an Area Sales Executive, you will achieve and maintain agreed levels of sales and profitability within a defined operational area. In your role, you will establish and grow a stable client base to increase Branch profit through high contribution sales.

You will report directly to the Branch Director, Branch Sales Manager or Regional Sales Director.

## Key Relationships

Externally – Customers (existing, new and potential) and Suppliers.

Internally – Branch Director, Branch Sales Manager, Regional Sales Director, Branch Sales Team, National Business Development Managers/Directors and Head Office Departments.

## Candidate Requirements

Behaviours:

- Customer focussed
- Good communicator
- Excellent negotiation skills
- Results driven
- A team player
- Detail conscious
- Personable
- Business focussed
- Resilient
- Energetic
- Ambitious, determined to succeed

Skills:

- Experienced in customer service and sales.
- Strong networking skills
- Highly numerate with strong accuracy and attention to detail.
- Full UK Driving Licence.
- Proficient with IT, particularly Excel, Word and Outlook.
- Strong written and verbal communication skills.
- Excellent presentation skills.

## Key Responsibilities

### Customer Service & Performance:

- To maintain effective communication, development and engagement at Branch Level and with the External Sales/Development teams and Regional Sale Director.
- To demonstrate a good working knowledge of market conditions and trends.
- To achieve planned sales and contributions by developing trading with target accounts, both new and existing.
- To achieve and maintain agreed plans for sales and contributions by servicing existing accounts.
- To develop sales by opening new trading accounts (within the credit control procedures), by use of pricing competitively for work, making use of trade leads and project tracking information.
- To achieve planned sales and contributions by servicing national accounts within defined area, utilising existing trading arrangements to ensure maximum return.
- To develop sales by promoting new products with prospective and existing clients.
- To develop sales by cross selling a range of relevant products, to new and existing accounts.
- To plan sales activities effectively, making the most use of project tracking and leads and journey planning.
- To plan product promotions with suppliers to achieve sales targets.
- To maintain personal price lists, ensuring possession of full and current set.
- Maintain and develop excellent product knowledge of relevant products.
- Professional diary management and completion of weekly/monthly sales reports/KPI's for Line Manager.

### Compliance:

- To issue price quotations in response to enquiries, and to price tender documents in accordance with current policies.
- To offer credit facilities to prospective customers, observing the credit control procedures.
- To take heed of credit control disciplines in the course of all transactions, with particular regard to credit limits and to accounts on suspension.
- Ensure you are familiar with health and safety rules and regulations, and that your responsibilities as an employee, in respect of health and safety, are carried out in full.
- Any other duties reasonably requested by management.

This list is not exhaustive and may be subject to local variation.

## Standard Terms, Conditions and Benefits

Working Hours	40
Notice Period	3 Months
Restrictive Covenant	3 Months
Holiday Entitlement	23 Days
Encon Work Save Pension	Yes
Life Assurance Plan	Yes
Bonus Scheme	Yes
Company Car Grade	Grade 2
Company Property	Laptop, Mobile Phone, Credit Card, Fuel Card