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| JOB TITLE: |  | **Territory Sales Manager - Leeds** |
| LOCATION: |  | **Leeds** |
| REPORTS TO: |  | **General Manager - Aggregates** |
| RESPONSIBLE FOR: |   | **Maintaining relationships with existing customers, development of new customers and products alongside the General Manager – Aggregates and Technical Team** |
| INTERACTS WITH: |  | **Leadership Team, Sales Administrator, Customers and Suppliers.** |
| HOURS OF WORK: |  | **37.5 hours per week Mon-Fri**  |
| DATE OF ISSUE: |  | **20th January 2023** |

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| **JOB PURPOSE** |
| The function of this role is to build, maintain, add value and develop our existing client base along with introducing new clients. Building strong relationships with customers to ensure customer service and satisfaction levels are kept at the highest possible level is imperative, whilst ensuring best value for O.C.O Technology Ltd.This is an exciting opportunity in a company that is growing in a very unique field producing Manufactured Limestone and Carbon Capture. |
| **KEY DUTIES** |
| Maintain, improve and progress relationships with existing customersMake appointments, arrange visits and present to potential new and existing clients – either alongside other members of the Leadership Team or alone with a view to broaden customer and product baseResponsible for the customer using Manufactured Limestone(M-LS) material alongside our code of practice and be fully knowledgeable in the use of our M-LSProduce monthly reports for the General Manager - AggregatesWork in conjunction with Sales Administrator to manage customer orders and expectations.Support the General Manager - Aggregates in their roleWork closely with the Leeds Plant Manager, Production and Technical TeamsAdd value to M-LS aggregate and support quality assurance systems where requiredPolitely and professionally deal with any customer complaintsMonitor deliveries and collections from sitesDevelop good working relationships with external stakeholders and suppliers, in a professional manner, to ensure the best interests and reputation of O.C.O Technology Ltd are preserved and enhancedEnsure a high level of awareness around the sites for health, safety, welfare and security matters, and in this respect lead by example and take a pro-active approachA willingness to learn new skills and to provide holiday and sickness cover as and when requiredTo attend trade shows representing the company which may require overnight arrangements |
| **ESSENTIAL SKILLS / EXPERIENCE** |
| A positive welcoming attitude and good communication skills – both written and verbalSelf-motivated with the ability to work effectively as an individual or part of a teamFlexibility to work hours as determined by the businessExcellent personal presentation standardsNegotiation skills and the ability to secure new businessKnowledge of aggregates and local marketsExcellent organisational skills and attention to detailAbility to maintain confidentiality as appropriateComputer literate, including Word, Excel and PowerPointA high level of numeracy and literacy skillsSound judgement skills with a rational and flexible approach to workA passion for building relationships with customers, colleagues and external stakeholdersFull driving license |
| **DESIRABLE SKILLS / EXPERIENCE** |
| Experience of the concrete industryExperience of the asphalt industryKnowledge of waste protocolKeen interest in sustainabilityThe use of recycled materials in constructionUnderstanding of relevant British StandardsKnowledge of highways specifications |