|  |  |  |
| --- | --- | --- |
| 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** |

|  |
| --- |
| **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 customers  Make 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 base  Responsible for the customer using Manufactured Limestone(M-LS) material alongside our code of practice and be fully knowledgeable in the use of our M-LS  Produce monthly reports for the General Manager - Aggregates  Work in conjunction with Sales Administrator to manage customer orders and expectations.  Support the General Manager - Aggregates in their role  Work closely with the Leeds Plant Manager, Production and Technical Teams  Add value to M-LS aggregate and support quality assurance systems where required  Politely and professionally deal with any customer complaints  Monitor deliveries and collections from sites  Develop 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 enhanced  Ensure 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 approach  A willingness to learn new skills and to provide holiday and sickness cover as and when required  To 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 verbal  Self-motivated with the ability to work effectively as an individual or part of a team  Flexibility to work hours as determined by the business  Excellent personal presentation standards  Negotiation skills and the ability to secure new business  Knowledge of aggregates and local markets  Excellent organisational skills and attention to detail  Ability to maintain confidentiality as appropriate  Computer literate, including Word, Excel and PowerPoint  A high level of numeracy and literacy skills  Sound judgement skills with a rational and flexible approach to work  A passion for building relationships with customers, colleagues and external stakeholders  Full driving license |
| **DESIRABLE SKILLS / EXPERIENCE** |
| Experience of the concrete industry  Experience of the asphalt industry  Knowledge of waste protocol  Keen interest in sustainability  The use of recycled materials in construction  Understanding of relevant British Standards  Knowledge of highways specifications |