



JOB TITLE: Territory Sales Manager

LOCATION: Leeds

REPORTS TO: Aggregate Sales and Development Manager

RESPONSIBLE FOR: Maintaining relationships with existing customers and development of new customers and products alongside the Aggregate Sales and Development Manager to secure and increase sales revenue.

INTERACTS WITH: Leadership Team, Sales Administrator, Customers and Suppliers.

HOURS OF WORK: 37.5 hours per week Mon-Fri (flexible hours)

DATE OF ISSUE: 30th June 2020

JOB PURPOSE

Reporting to the Aggregate Sales and Development Manager, the job holder will need to build/maintain/add value/develop an already existing client base.

The role will need the successful candidate to build strong relationships with customers to ensure customer service and satisfaction levels are kept at the highest possible levels, whilst keeping an objective and balanced view that O.C.O is achieving best value.

The job holder will also need to work closely with the plant manager to manage stock levels from production to help the business run efficiently and effectively.

The job holder will be responsible for the customer using the material alongside our code of practice and be fully knowledgeable in the use of our material.

The individual will have to work as an individual at times as well as a team player and have the companies ethics at the forefront of their mind.

The role will, by its nature, expose the job holder to a high level of confidential information which needs to be treated and maintained with the utmost confidence.

The role will involve travelling in the south west area and M4 corridor and having a base at our Leeds plant.

This is an exciting opportunity in a company that is growing in a very unique field and will soon be a global business.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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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.
Assist in producing monthly reports together for Aggregate Sales and Development Manager
Work in conjunction with Sales Administrator to manage customer orders and expectations.
Support the Aggregate Sales and Development Manager in their role.
Work closely with plant manager on production and stock control
Add value to our aggregate and help with quality assurance.
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 are preserved and enhanced.
Maintain a high level of awareness within the sites for health and 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.

ESSENTIAL SKILLS / EXPERIENCE

A positive welcoming attitude and good communication skills – both written and verbal.
Flexibility to work hours as determined by the business.
Excellent personal presentation standards.
Commitment to delivering a high level of customer service.
Ability to work effectively as an individual or part of a team.
Negotiation skills and the ability to secure new business.
Knowledge of aggregates and local markets
Excellent organisational skills and attention to detail.
Accurate, diligent, organised and conscientious.
Be able to keep certain tasks and information confidential and private.
Computer literate with a high level of numeracy and literacy skills.
Sound judgement skills with a rational and flexible approach to work.
Ability to effectively plan and prioritise.
Proven selling, communication and negotiation skills.
Passion for building relationships with customers and colleagues.
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 EPD and Carbon footprint measuring.