

**SALES EXECUTIVE**

**Job Description**

Department: Sales

Reports to: Head of Sales

Purpose:

To generate sales opportunities with new and existing Customers. To build long term relationships and work with Customers to provide solutions.

**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. Maintain and develop relationships with Customers in person via telephone and emails                       |
| 7. Prepare relevant costings, quotations and proposals  |
| 8. Represent the Company at trade shows, events   |
| 9. Travel as necessary to support relevant Customer visits  |
| 10. Provide up to date sales information to Sales Director relating to sales budgets                          |
| 11. Any other duties needed in support of the business  |

**Other Responsibilities:**

- |   |
|---|
| 1. Assist with generation of planning during holidays and sickness if necessary |
| 2.  |

**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:**

- |         |
|---------|
| 1. None |
| 2.      |
| 3.      |
| 4.      |

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

- |                               |
|-------------------------------|
| 2. Sales & Marketing Director |
| 3. Program Management         |
| 4. Design                     |
| 5. Operations                 |
| 6. Purchasing                 |

**Key Accountabilities (where appropriate):**

- |                                   |
|-----------------------------------|
| 1. Generating Sales opportunities |
|-----------------------------------|

2.

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.

2.

3.

**Personnel Specifications**

**Qualifications, Training & Experience:**

	Essential	Desirable
1. Broad general education	Yes	
2. Understanding of Aviation industry and Customers	Yes	
3. Relevant sales training		Yes

**Knowledge of:**

	Essential	Desirable
1. Aviation industry		Yes
2. Customers		Yes

**Skill in:**

	Essential	Desirable
1. Standard of skill in Microsoft Office.	Yes	
2. Understanding Customer needs	Yes	
3. Positive and confident approach	Yes	
4. Self motivation and ambition	Yes	

**Ability to:**

	Essential	Desirable
1. Good communication and interpersonal skills	Yes	
2. Good 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