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| **Assistant to the Director of Sales** |
| **Closing Date**  | 30th April 2022 |
| **Job Summary**  |
| **Grade**  | TBC Dependent on experience. The appointee will support the Director of Sales main duties, therefore the job role main duties noted are complimentary support, rather than full responsibility in the first instance. | Permanent Position – 37 hours a week.Monday – Thursday 7.30 am – 4pm Friday 7.30am -12.30pm **These are office hours, due to the nature of the role, you will be required to travel and work additional hours as and when to meet customer and business needs** |
| **Main duties**  | * Responsible for key customer account management and growth.
* Business development of R&S (Engineering) product associated with UK, Japan, US, design, manufacture and supply.
* Budget development and status reporting.
* Market reporting.
* Status reporting.
* Coordination of outward facing support departments Credit Control, Supply, Quality and Engineering in UK, Germany (For Japan) and US.
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| **Experience and Qualifications**  |
| Desirable  | * Prior knowledge of working with Microsoft Packages.
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| Essential  | * Experience within a sales role / environment ideally working with OEM’s
* Engineering industry experience ideally within the Aerospace and Automotive sectors.
* Applicants should have good communication skills, and be computer literate.
* Good time management and organisational skills
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| **Probationary period**  | All employees in new jobs are required to undergo a six-month probationary period, during which suitability for the position is assessed. |
| **Health and Safety**  | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. |
| **Continual Development**  | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process. Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. |