

This document provides an outline for a specific role within the organisation. This document is not a total definition of the job or its functions. For further information and an application form please email David.Holmes@wrekinproducts.com

JOB DETAILS	
Document Ref:	Job Description
Job title:	Internal Sales Geotechnical Products
Aim of the job:	Sales and Marketing of a range of Geosynthetic Solutions
Department:	Geosynthetics
Responsible to:	Team Leader Geosynthetics

Working hours:	Full-time 37.5 hours
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JOB SUMMARY
Summary of position:
<ul style="list-style-type: none"> Producing and following up verbal and written quotations in-line with Sales Office guide lines Maintaining and developing strong relationships with all respective customers Dealing with incoming telephone and e-mail sales enquiries in a timely fashion Using Pipedrive to manage all relevant project and contact information Providing technical and specification advice to all customer groups Displaying a proactive approach to marketing and product promotion to all customer groups Working closely with merchant account teams as and when required Producing Customer targets and forecasts with team leader and review quarterly Managing the resolution of queries as necessary and in a timely manner (e.g. invoice/credit issues) Providing support and information to Field Sales when necessary Accompanying Field Sales on visits as and when appropriate Collating and sharing of Competitor and Market information
Summary of the persons the employee will work with:
<ul style="list-style-type: none"> Wrekin Geosynthetic sale team Internal and external account managers Sales Office Manager All customer groups including Landscape Architects, Consulting Engineers, Main and sub-contractors, Local Authorities, Utility Companies, Builders and Civil Engineering Merchants. All Wrekin employees including senior management Relevant suppliers