

Sales Team Leader

Head Office, Bolton

High Level Spec:

- Competitive salary commensurate with experience.
- 32 days annual leave including Bank Holidays.
- Direct reports: 2 Sales Co-ordinators, 1 Parts Advisor.
- Basic hours 8.30am – 5pm Monday to Thursday, 8.30am – 2.30pm Friday (37½ hours) per week.

Duties and Responsibilities:

Leadership

- Lead the Sales team by giving clear target and customer service driven focus towards the achievement of the agreed monthly/annual sales and margin targets.
- Ensure the team has access to and can provide technical and professional sales support.
- Lead, manage and motivate the Central Sales team to ensure they carry out their roles and duties to the required standard.
- Ensure all team members receive adequate training, supervision and management together with clearly defined roles, responsibilities, duties and time management and have a full understanding of the expectations of their role.
- Ensure each team member has clear targets and responsibilities and monitor their effectiveness.
- Hold regular meetings to discuss continued and sustained improvements in performance.
- Process payments within Company Procedures and maintain accurate records.
- Expedite orders as required. Continually review for accuracy/adverse trends and amend as required.
- Monitor the performance of ERP sales and work with Operations to ensure on-time delivery.

Sales Development

- Research the market to identify potential new account Customers, make appropriate approaches with a view to increasing the Company Customer base.
- Create and sustain professional rapport with key accounts ensuring regular contact is made to ascertain buying requirements.
- Carry out strategic planning and reviews for the Sales function in consultation with the Sales & Marketing Director.
- Provide detailed annual/quarterly sales forecasts to the Finance and Production Teams taking into account seasonality, historic trends and industry knowledge.
- Liaise with the Marketing Team regarding special offers, sales literature, social media posts, etc. as required.

Sales Performance

- Actively promote the Indespension brand through customer visits and regular telephone contact (both incoming and out-going calls) both to enhance existing and create new business.
- Ensure all team members produce accurate quotations/orders and follow Company procedures with regard to despatch of goods, and the completion of production/sales orders.

Interested? please email your C.V. to: jobs@indespension.co.uk

