



Job Title	Sales Support	Directorate	Sales
Grade / Level		Cost Centre	
Reports to Job Title	National Sales Manager	Direct reports (roles)	N/a
Location	Head Office		
Role Purpose			
<p>Responsible for completing the administration processes to support the regional Sales Manager to present Newsome to established and prospective new clients in order to deliver the sales and growth targets within an allocated geographical region. Design bespoke service solutions based on sound understanding of both the client needs and the available products; prepare and present the associated sales proposals. Maintain strong commercial relationships to ensure sustained and increased business provision.</p>			
Key Accountabilities			
<ol style="list-style-type: none"> 1. Deliver the sales and growth targets within an allocated geographical region in accordance with the Newsome strategy, vision and values. 2. Attend third party sites to promote Newsome business and develop a sound understanding of the customer requirements. Combine this with knowledge of the available products and services to design a bespoke service solution and prepare and present this as a sales proposal to the customer. 3. Work with the allocated Projects Managers to ensure that the sales proposal is accurately prepared to include all necessary considerations such as product availability, supplier management, technical specifications, costs and timelines etc. to enable successful delivery of the confirmed contract. 4. Actively follow up on leads and submitted sales proposals to progress to finalised agreed contracts. 5. Ensure that the CRM system information is completed accurately and timely to enable the sales pipeline to progress effectively. 6. Complete a thorough hand-over of the agreed sales proposal to the Projects Manager for delivery and support as requested and required to ensure the contract is successfully delivered within time and budget. 7. Work in collaboration with the Business Development Team to generate new and develop existing business in accordance with the Newsome strategy, vision and values. 8. Support colleagues within your immediate Directorate and across the wider business as reasonably requested and appropriate to your role, skills and experience. 			
Skills and Experience - Essential		Skills and Experience - Desirable	
<ul style="list-style-type: none"> ● Proven Technical Sales experience ● Competent in the use of CRM software ● Developing and executing sales strategies ● Developing sustained client relations 		<ul style="list-style-type: none"> ● Sales in HVAC or similar technical products 	
Role Dimensions			
People	Financial	Other	
<ul style="list-style-type: none"> >Strong communicator - written & verbal >Proven relationship building with internal and external colleagues, clients, suppliers >No line management responsibility >Collaborative working with all colleagues 	<ul style="list-style-type: none"> Budget Profitability / ANO Targets 	<ul style="list-style-type: none"> >Proven ability to work independently >Self- motivated and driven to deliver against and exceed set targets >Proficient use of excel, outlook, word, power point >Confident user of social media 	
<p>Full-Time contract, standard hours 8m to 5pm Monday to Friday. Occasional weekend or out of hours support will be necessary Regular travel required - Full UK Driving License is essential</p>			