



JOB DESCRIPTION

DEPARTMENT: Sales
POSITION: Sales Executive
REPORTING TO: Sales Manager

Role Overview:

As a Sales Executive you will achieve high sales targets from your customer base by using your in-depth understanding of customers and market developments, so as to identify and prioritise sales opportunities.

Job Role and Responsibilities

- To obtain, forecast, plan and manage key and other customer orders, to turn customer requirements into manageable solutions that meet their expectations and to achieve agreed sales objectives.
- Developing and managing your sales territory for key and other accounts, achieving agreed targets.
- To actively seek out new business
- Being the "single point of contact" for customers, within your area, ensuring appropriate communication of the products and services Atlas Communications NI Ltd provide.
- Producing and submitting customer order forecasts of projected sales to the Sales Manager
- Ensuring maintenance and upkeep of the Customer Database to improve sales effectiveness
- Providing all necessary information to ensure that customers orders are processed in an efficient manner
- To attend all sales meeting and training courses
- To keep fully up to date with product knowledge and the comparable services provided by our competitors
- Adhering to and developing our Business Management System

Agreed Post holder: _____

Agreed Line Manager: _____

Date: _____