

Position Description – Sales Executive

POSITION – Sales Executive

RESPONSIBLE TO - Team Leader

POSITION OBJECTIVES

1. Obtain agreed sales budget.
2. Develop and maintain relationships with direct clients and architects.
3. Manage, co-ordinate and be responsible for customer orders and projects
4. Maintain a professional manner at all times with customer service a top priority.
5. To be flexible and work as a team member to maintain maximum customer service and company efficiency.
6. Ensure all procedures and systems are in accordance with our QMS and EMS.
7. Keep up to date on market developments and new products

RESPONSIBILITIES

1. Achieve sales in accordance with individual budget
2. Follow up & maintain your client lead file & customer database for weekly review
3. Call on direct clients, architects and designers to increase profile
4. Be fully au fait with all of our products.
5. Establish requirements of both current and potential clients
6. Offer suitable products within our product offering
7. Quote products – minimum 30% mark-up unless agreed
8. Have an understanding of Ordering System - Ostendo
9. Produce Job Controls and purchase orders as required for each order/ project
10. Fill out prospect list and quote list for weekly team meetings
11. Produce hand sketches and layouts where required
12. Other duties as may be required

AUTHORITIES

1. Sell furniture with a mark-up of greater than 30%.
2. Salesperson can approve quotations under \$50K, over 30% mark-up.
3. All quotations with less than 30% mark-up must be reviewed, approved and countersigned on the Cost Sheet by a Director. All quotations over \$50K must be reviewed, approved and countersigned on the back of the quotation (office copy) prior to dispatch by a Director.
4. Salespersons may approve Purchase Orders **under \$10,000**. Above that amount orders are countersigned by a Director or General Manager.

| Issued to | Signature | Date |
|---------------|-----------|------|
| Employee Name | | |
| Approved by | | |