

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Protective Coatings Group – Bay of Plenty</b>	
<b>Overall Purpose:</b>	<ul style="list-style-type: none"> <li>➤ Responsible for selling all of our company's products and services</li> <li>➤ Supporting current clients</li> <li>➤ Development of new accounts</li> <li>➤ Meeting company goals and targets</li> <li>➤ Supplies local technical support</li> <li>➤ Responsible for the cost-effective running of the region</li> </ul>	
<b>Business Unit:</b>	Carboline Protective	
<b>Department:</b>	Sales	
<b>Location:</b>	Tauranga	
<b>Reporting to:</b>	Protective Coatings Sales Manager	
<b>Name of Employee:</b>		
<b>Direct Reports</b> N/A		<b>Indirect Reports</b> N/A

### Essential Duties and Responsibilities

Whilst not exhaustive, the key responsibilities of this role will include:

- Responsible for calling on new and existing customers to build sales volumes
- Makes sure that the STP's (Sales Territory Plan) are followed
- Forecasting for major projects and volume jobs to management
- Applies good judgment and prompt follow through on customer complaints and requests
- Gathers and reports significant developments within accounts
- Compliance to our Customer Service Agreement
- Offers advice to Altex Management of ideas on improvements or products
- Works on preventing any liabilities on the company
- Keeps his sales manager updated on opposition activities and market trends
- Committed to the company's safety and quality programs
- Carry out presentations to specifiers
- Work closely with customer service and technically team
- Willingness for on going learning of subjects related to Altex industry that we work in
- Will work closely with Altex based technical staff

# PERSON PROFILE

## Skills

- Excellent communication & commercial skills and advocate of added value propositions.
- Generates innovative solutions/proposals to meet the customer's current & future needs.
- Able to create and deliver detailed and complex business proposals, verbally and in writing.
- Self-motivated/ ability to work in solo role
- Has a can-do attitude
- Excellent knowledge of the Industry
- Ability to communicate clearly and persuasively at all levels of staff and management
- Methodical, precise and with an eye for detail to maintain the focus on providing a high level of response to a complex process.
- Able to facilitate continuous improvement and personal growth while supporting company goals, mission and vision

## Personal Skills

- Motivated and focussed
- Numeracy and IT skills
- Analytical skills, with an eye for detail
- Ability to adapt and think outside the box
- Interpersonal and communication skills
- Organisational and planning skills
- Ability to work under pressure
- Excellent time management

## Working Experience

- Good practical experience of communicating and team building whilst working with all stakeholders
- Ideally having spent some time in a coatings environment

## Qualifications

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## Language Skills

➤ Excellent verbal and written English

**Other Requirements**

➤

**For approval,**

**Employee's Signature**

**Manager's Signature**

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**Employee's Name**

**Manager's Name**

**Business Unit Leader's Name**