



Eriez Magnetics Europe Ltd

Eriez is a multinational company with our European headquarters having been established in the Caerphilly/Bedwas area for over 40 years. We have a stable and friendly workforce and offer good employment. Eriez is an expanding company having recently purchased an additional factory to ensure our continued growth.

Job Title:

**EXPORT TECHNICAL SALES
EXECUTIVE**

Date:

February 2014

1. SUMMARY OF JOB FUNCTIONS:

To work unsupervised and carry out various duties to ensure all enquiries received by the Company are dealt with in an appropriate and timely manner, as per customer demands.

2. MAJOR DUTIES AND RESPONSIBILITIES:

- Secure orders by working with new and existing customers on projects from initial lead / enquiry through to order placement; expand customer base proactively where possible
- Interact with customers both in person (such as on sales visits), on the telephone and/or during customer visits to Eriez: to represent Eriez as the first point of contact for customers
- Undertake technical review, selection and recommendation of a wide range of products into a variety of industries and applications.
- Prepare quotations, update and interrogate CRM database and write up orders
- React promptly to leads and send these to agent(s) where applicable
- Follow up on enquiries and proposals on regular basis to monitor project progress; target is order placement
- Undertake independent export sales travel in Europe
- Organise customer visits to Eriez e.g. for test work, and liaise with other departments as necessary
- Handle complaints and technical queries from the customer(s) and route these to correct personnel/departments as necessary
- Support other members of the team by undertaking proposals on behalf of a colleague during periods of absence etc.
- Organise contract review meetings for larger projects where an order has been placed, to ensure smooth execution of project
- Translate documents/drawings as required
- Undertake phone calls to foreign customers/suppliers to chase payments, as requested by Accounts Department when it would be inappropriate to involve agent

3. ORGANISATIONAL RELATIONSHIPS

Reports directly to the Export Sales Manager.

4. SKILLS/QUALIFICATIONS/EXPERIENCES REQUIRED

- Proven sales experience ideally within a technical/industrial environment/capital equipment.
- Good communication skills.
- Computer knowledge of Windows, including Word, Excel and email.
- Working knowledge of CRM would be advantageous
- Ability to work within a team.
- Foreign language desirable. Ability to Spanish or Polish would be advantageous.

Job Location:	Bedwas, Caerphilly	Company Industry:	Manufacturing
Job Role:	Sales	Joining Date:	ASAP
Employment Status:	Permanent	Employment Type:	Employee
Salary Range:	To be discussed	Manages Others	NO
Number of Vacancies:	1	Other:	

CV'S TO BE DIRECTED TO CLAIRE LITTLE, HR OFFICER:

Claire.little@eriezeurope.co.uk

or posted to:

Claire Little
 Eriez Magnetics Europe Ltd
 Unit 17 Greenway
 Bedwas House Industrial Estate
 Bedwas
 Caerphilly
 CF83 8YG

or telephone:

Claire Little on 02920 855826 for an application form