



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:

SALES EXECUTIVE – RECYCLING

Date:

July 2017

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 review, selection and recommendation of a wide range of recycling products into a variety of industries and applications.
- Prepare quotations, update and interrogate CRM database and write up orders
- Generate new leads proactively through customer visits
- Follow up on enquiries and proposals on regular basis to monitor project progress; target is order placement
- Organise customer visits to Eriez e.g. for test work/factory tours, and liaise with other departments as necessary
- Handle complaints and queries from the customer(s) and route these to correct personnel/departments as necessary
- Attend exhibitions in the UK and Europe
- Travel independently for international customers visits/exhibitions and conferences

3. ORGANISATIONAL RELATIONSHIPS

Reports directly to the Product Manager - Recycling

4. SKILLS/QUALIFICATIONS/EXPERIENCES REQUIRED

- Proven sales experience ideally within a technical/industrial or recycling environment/capital equipment
- Minimum of 2 years sales experience desirable but not essential
- Ability to understand engineering designs/drawings
- 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 but not essential