

Job title:	Internal Sales Engineer	Depot/department:	Flotech Chichester
Reporting to:	Internal Sales Manager	Responsible for:	

## Job purpose

The postholder will undertake all duties associated with that of Internal Sales Engineer operating out of the Company's head office in Chichester, satisfying the delivery of service to all customers and potential customers on maintaining and securing business for projects and products. In addition, the postholder will use their technical knowledge, satisfying client demand and delivering a service to a high standard supplying sales quotations and securing sales for the company.

## Hours of work

The contractual hours of this post are 37.5 hours per week Monday to Friday, 7.5 hours per day with one hour meal break. Core hours of work are 8.30am to 5.00pm, with the possibility of flexible working hours.

The postholder is expected to demonstrate a flexible approach to working hours and dedicate time required to ensure tasks are completed, which may include out of normal hours working.

## Key tasks and responsibilities

- Technical and commercial evaluation of sales enquiries, ensuring that all relevant information is available
- Provide detailed quotations for tender submissions
- Liaise with suppliers in requesting quotations
- Work closely with inhouse engineering disciplines and external resources to prepare robust documentation and costing estimates for proposals
- Work closely with the sales team and provide internal support to all sales related activities
- Maintain accurate records of all tenders submitted, including associated documentation
- Establish effective working rapport / partnership with key suppliers, acquiring an in-depth knowledge of their respective products and services
- Input, Maintain & Update company CRM system
- Develop & maintain tools for the Sales department
- Project manage and facilitate your orders (with commercial team support)
- Assist with daily sales enquiries
- Assist Commercial team (as required) with data entry (SOP's & POP's), customer / supplier liaison, contract review and any order specific questions
- Monitor Sales email inbox

## Health and safety

It is your contractual duty to follow Health and Safety instructions issued by the Company, and to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work. Due to the nature of this role and the responsibilities of the post holder, it is expected the post holder will provide example for others to follow with regards to health and safety matters and the post holder will be required to address any breach immediately and uphold the principles of the Health and Safety at work Act at all times.

Failure to do so may be considered a disciplinary matter subject to circumstances.

# Adler and Allan Job Description

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## Measures of success

The performance of the post holder will be continually reviewed and as part of the annual appraisal to ensure the service provided is as required by the organisation. The post holder will be provided with guidance as to what is required of them during the course of the contract.

It is the post holder's responsibility to seek guidance and support should clarification be required in relation to the duties associated with the post.

## Knowledge & experience

- Ideally HNC / Degree / Post Graduate Degree in Engineering or a science related subject
- Experience working in a similar Engineering environment preferred
- Ability to work under pressure and meet deadlines
- Ability to communicate effectively
- Good time management skills
- Organised & Punctual
- Ability to work on own initiative and as part of a team

## Additional information

- Right to work in the UK
- Driving License preferable
- Approachable with a good work ethic

## Current job holder

Name:		Sign:		Date:	
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## Line manager

Name:		Sign:		Date:	
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