

SPACIOTEMPO UK LTD

JOB DESCRIPTION

JOB TITLE: Commercial Trainee

REPORTS TO: Sales Manager

DATE: May 2018

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PURPOSE

Expansion of the team, and business growth has led to the creation of a new Commercial Trainee role to provide additional external support to the Sales Team and to progress in the future to a full Area Sales Manager position.

The Commercial Trainee Programme provides an in-depth introduction to all key commercial areas of Spaciotempo's business. Structured in-house training across a range of modules will run alongside specific projects to provide valuable insight into Spaciotempo's hire and sales business. Whilst training, you will have the opportunity to work in a real job, utilizing the skills and experience that you will bring to the role in order to make an immediate contribution to our business.

Built on a corporate foundation of commitment to quality and continuous improvement, Spaciotempo strives to develop its employees and ensure business progression, fostering talent to future proof the business. At the heart of this commitment is our Commercial Trainee Development Programme.

This unique career progression opportunity will equip the right candidate with the experience and understanding to prepare for a successful career with Spaciotempo in one of a number of roles.

DIMENSIONS

The successful candidate will possess excellent interpersonal and communication skills— both verbal and written. Conscientious, with a desire to learn, and keen attention to detail, the candidate will display a "can do" attitude, and approach all tasks with enthusiasm, common sense and flexibility.

PRINCIPAL ACCOUNTABILITIES

(ALL TO BE ACHIEVED WITH AN INITIAL REDUCED GEOGRAPHICAL AREA – KNOWN AS AREA 6)

1. To achieve sales and hire targets for Spaciotempo products through individual buyers and repeat users.
2. To plan sales coverage of the area to ensure that all customers are contacted at the required frequency.
3. To ensure that all sales enquiries generated are thoroughly followed up to achieve, at targeted conversion ratios, the required sales targets.
4. To be aware of all potential new sales outlets and to ensure that these are contacted and developed.
5. To prepare sales forecasts for the region as required by management.
6. To keep the Sales Manager informed of competitors' activities and market trends.
7. Maintain in good and safe condition Company assets under his control and observe Company procedures at all times.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

NATURE & SCOPE

Spaciotempo UK Ltd employs approximately 51 staff in total including a sales team headed up by the Sales Director. The successful candidate will need to be flexible in their approach and spending time in the office training, plus on the road managing their defined geographical area.

The Commercial Trainee covers his sales area according to an individually developed sales plan which is based on sales enquiries raised by the Company and past customer order patterns. Specific accounts classified as "Major Contracts" are handled exclusively by the Sales Manager.

All past customers must be contacted at least once a quarter. In addition the Commercial Trainee is expected to make on average a minimum of five cold calls per week on outlets that have the potential to become customers.

Spaciotempo operates the Allhire CRM system. The Commercial Trainee will update the system on a daily basis to report his activities, record events and actions relating to customers in the area and any other activity which has commercial interest. The Commercial Trainee will also return a weekly forecast report which details in full a realistic potential for the area.

At monthly sales meetings the Commercial Trainee will be expected to report on specific accounts, market sector trends, order potential as well as details of orders placed and reasons for not buying.

The temporary building market is very competitive and the Commercial Trainee is expected to pursue vigorously all enquiries raised by the Company in his area and keep in contact with major customers to maintain hire and sales volume. He has to know the buying habits and frequency of customers and following a comprehensive technical presentation shall supply such information as necessary for the production of a formal proposal together with additional commercial information that could have a bearing upon the success of the enquiry.

The price basis for all quotations is defined by Company policy and commissions or discounts must be agreed with the Sales Manager. The Commercial Trainee must ensure that requests for quotations are raised with sufficient time for the sales estimator to prepare a proper proposal with due regards for the Company's conditions of sales.

The Commercial Trainee's prime objective is to convert sales and hire enquiries by way of proposals into firm orders. Sometimes these can be dealt with by a budget quotation for standard products but generally a written proposal with supporting technical drawings. The Commercial Trainee has input on the discount of prices but final decision remains with the Sales Manager.

For special non standard proposals, lengthy negotiations may be necessary and the Commercial Trainee will obtain a detail specification and project brief from the client. On such occasions, the Commercial Trainee may be supported by other members of the team.

The Commercial Trainee is required to carry out any additional duties that match their skills as per management instruction to meet business needs. This job description is subject to change from time to time as the job evolves in line with business needs.

Finally, the Commercial Trainee must conduct business in a fair and ethical manner protecting the Company's best interests at all times. A high degree of initiative, self motivation and dedication are essential for long term success in the role and the need for tact and diplomacy in dealing with colleagues whose cooperation he may depend upon.

Reference to male gender applies equally to female gender.

Prepared by: Tony Farley

Designation: Sales Director

Date: May 2018