



Job Rate: £18,000 - £19,000

Title: Corby Sales and Support Advisor

Role outline:

To develop new business with hotel management companies and hotel chains

Management of new and existing accounts with UK hotel management companies and hotel chains

Empowerment scope:

- Selling price flexibility above specified margin.
- Authorising samples for new and existing customers, as required
- Prioritisation and management of own workload
- Feeding ideas for new products to Design team, based on customer requirements
- Design and Execution of Sales strategy within your assigned territory

Empowerment limits:

Authorisation required from Sales Manager:

- Expenditure (in or outside of budget)
- Deals below normal pricing/contribution structure
- Creation of distributor agreements

Job description:

Responsibility	Execution method	Measure
Develop new business with UK Hotel management companies and chains in line with the strategic business plan.	<ul style="list-style-type: none"> • Creation and development of the business plan • Implement the business plan through planning and executing key activities across each quarter • Creating and planning strategy through Task Board PRO (Weekly) and Business Plan (Quarterly) • Provide a weekly update on the progress of the Business Plan • Attending and identifying Trade Exhibitions to maximise the exposure of the Corby brand to the market 	<ul style="list-style-type: none"> • Number of customer approaches and responses • Prospective List • Task Board PRO • Account Development Strategies • KPI's • Sales pipeline
Support all new and current customer accounts, under your responsibility, as set out in the Account List.	<ul style="list-style-type: none"> • Supporting customers with pre and post-sales queries and cooperating with necessary departments to resolve any customer issues that arise • Advising customers of problems such as delivery delays • Working to keep accounts engaged through the introduction of new products and development of customer relationships • Using the daily management meeting and/or daily Corby team meeting to highlight customer issues which require additional support to resolve. 	<ul style="list-style-type: none"> • KPI's • Daily Management meeting • Daily Corby team meeting
Ensure profit is maximised whilst selling product in line with the market price	<ul style="list-style-type: none"> • Ensure an up to date knowledge of the hospitality sector and competitor activity within own territory • Carry out market research and pricing analysis within own territory 	<ul style="list-style-type: none"> • Personal plan of action

Key attributes required:

Attributes	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Experience in interacting with customers, providing product advice and information 	<ul style="list-style-type: none"> • Sales experience (international or domestic) 	
Skills	<ul style="list-style-type: none"> • Highly organised, with the ability to manage and prioritise reactive and pro-active work • Excel 		
Qualifications	<ul style="list-style-type: none"> • Driving Licence 	<ul style="list-style-type: none"> • 	
Personal Qualities	<ul style="list-style-type: none"> • Strong communication skills; taking enjoyment in communicating with a wide range of people from different working environments • The ability to work well within a team environment, balancing the workload amongst the team in order to achieve the best collective outcomes • A desire to develop in the role and develop sales within your assigned territory • As the role develops some national and international travel may be required 		