

Name	
Job Title	Field Sales Executive
Reports To	Regional Sales Manager
Company	

Core Duties/Responsibilities

(The key responsibilities of the role against which performance is measured)

- Visiting customers and prospective customers on a pre-arranged appointment or cold calling basis
- Managing your own diary, booking appointments with key buyers/Site Managers
- Responsible for maintaining relationships with existing customers / account holders
- Responsible for bring new business into your allocated area
- Dealing with incoming enquiries and ensuring all are responded to and priced accurately and in a timely manner
- Chasing up leads and generating new business
- Identifying new prospects on a designated area
- To promote and sell Ashcourt products / services to new business customers
- Work to a Sales Diary ensuring that you plan/arrange fixed business appointments
- Work on your own initiative and price within set guidelines when quoting customers ensuring all quotes and orders are commercially viable, focusing on maximising profits
- Liaise with Managers to get correct costings and ensure works can be completed in line with EA Permits and resources
- Report on pipeline opportunities, new leads, new accounts and opportunities won / lost on a monthly basis

Health & Safety Responsibilities

- Support in accidents, incident and near miss investigations by providing statements and evidence where required
- Follow and adhere to risk assessment controls, Safe Systems of Work and PPE requirements
- Report Accidents, Incidents and Near Misses
- Set a personal example with regard to health and safety matters, promoting the safety culture through observations, site standards and workplace safety
- Comply with all legal requirements
- Take care of your own health and safety and others that may be affected by your actions

Qualifications required for the role	Essential	Desirable
Full Driving Licence	✓	

Experience required for the role	Essential	Desirable
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Previous relevant industry experience		✓
Understanding of Waste and EWC Codes		✓

Specific Skills required for then role	Essential	Desirable
Excellent knowledge of IT	✓	
Knowledge of CDM Regulations, Design Management, Programme and Risk Management		

Behaviours to be demonstrated	Essential	Desirable
Good organization & time management skills,	✓	
Courteous & polite to customers,	✓	
Strong organisational, administrative and planning skills,	✓	
Excellent verbal and written communication skills,	✓	
Self-motivated with the ability to work without supervision	✓	
Attention to detail	✓	
Excellent negotiation skills	✓	
Able to multi-task	✓	
Able to manage your own work load	✓	