

## JOB SPECIFICATION

### 1. POST

<b>Post/Title:</b>	<b>TRACKWAY SALES ENGINEER - NORTH EAST UK</b>
<b>Salary:</b>	<b>DEPENDENT ON EXPERIENCE</b>
<b>Department:</b>	<b>TRACKWAY SOLUTIONS</b>
<b>Depot:</b>	<b>WETHERBY</b>
<b>Company Ref:</b>	<b>TW/009</b>

### 2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

<b>Responsible to:</b>	<b>Maria Ferris – Trackway General Manager</b>
<b>Liaising with:</b>	General Manager, Hire Desk Controller, Trackway installation Engineers, Depot/Head Office Staff and Management Team.

### 3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

To assist the Trackway General Manager in developing new business, developing existing account customers and technical site surveys.

### 4. MAIN DUTIES (brief description)

#### **Duties/Responsibilities**

- Exhibits an excellent attitude to all requests from customer and colleagues
- Demonstrates a working sales plan
- Completes all necessary paperwork, quotations and general administration
- Identifying and developing new account customers and managing existing accounts
- Looking after all aspects of their company vehicle
- Work with sales team to develop accounts and cross-product selling
- Complete all required paperwork to a detailed accurate level and submit in a timely manner
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer’s guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies.
- Treat all other employees and all our customers professionally and with respect.
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute.
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications.
- Proactively contribute to the company’s policy of continuous improvement.
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team.

**5. REQUIREMENTS TO CARRY OUT JOB**

<b>Essential or desirable requirement (E/D)</b>	<b>E</b>	<b>D</b>
<b>Qualifications/education required:</b>		
<ul style="list-style-type: none"> <li>GCSE/High school or equivalent in Maths and English</li> <li>Willing to travel.</li> <li>Full UK Driving Licence.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Recognised Sales Qualification (Desired)</li> </ul>	E E E	D
<b>Experience required:</b>		
<ul style="list-style-type: none"> <li>Previous Sales experience at least 1 year.</li> </ul>	E	
<b>Specialist training required:</b>		
N/A		
<b>Personal characteristics / Key skills required:</b>		
<ul style="list-style-type: none"> <li>Good communication skills and the ability to connect naturally with people</li> <li>Ability to ensure the work gets done in a timely and effective manner</li> <li>Work well on own initiative and as part of a team</li> <li>Ability to follow Company policy and procedures.</li> <li>Ability to understand and implement written and verbal instruction.</li> <li>Self-motivation</li> </ul>	E E E E E E	
<b>Other Information</b>		
N/A		

**6. SPECIAL TERMS**

<b>Special conditions e.g. working with hazardous substances, equipment, animals etc:</b>	N/A
<b>Working in different locations:</b>	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

**If you are interested in the above position please click on the link and Email us your CV**

[vacancies@generator-power.co.uk](mailto:vacancies@generator-power.co.uk)