

Business Name: BGS Intelligent Door Solutions

Job Title: Sales Executive

Location: Scotland

Pay: Depending on experience

Job Description:

The main purpose of the role is to secure 'Preventative Maintenance' contracts for Industrial and Automatic doors. Complete site survey's, submit and secure quotations or tenders in accordance with the company estimating rules and in line with pricing policies and targeted timeframes. This will usually involve visiting a customer's site to understand their requirements, devise a solution and prepare our contracts. Always providing our customers with excellent service standards and promoting BGS products.

Key Responsibilities:

- Seek out and secure opportunities from various sources, including field engineer requests, existing client requests, non-contract enquiries and internal requests from our New Door Sales or Operational personnel.
- Record the opportunity in the CRM tool (Customer Relationship Management) and update CRM in real time with any progress to the opportunity
- Visit Site when necessary to gather accurate information and to discuss the customer's requirements.
- To devise a solution which meets the clients requirements and to progress the opportunity through to a quotation in line with the agreed Estimating procedures and rules.
- Submit the quotation to the client within a pre-agreed timeframe.
- To contact the customer to ensure that the quotation meets their requirements and to convert the quotations into orders secured.
- In addition the role will require some focus on developing leads for the New Door Business (NDB) and to ensure that the door business is operating in a commercially astute manner.

Key Accountabilities:

- To meet given targets for quotations submitted.
- To meet given targets for orders won and opportunity conversion rates.
- To meet given targets for enquiry to quotation time scales.
- Ensure opportunities that are above the pre-agreed level are inputted and visible through CRM
- Ensure quotes won or lost are updated in real time and are visible through CRM
- Promote BGS as an organisation and seek out opportunities for other areas of the business

Key Performance Indicators

Intelligent Door Solutions

- The value of Quotations issued against a pre-agreed target.
- The Value of Orders Secured against a pre-agreed target.
- The Conversion rate of quotations to orders against a pre-agreed target
- The Percentage of Orders secured at Target Selling Price (TSP) or above.
- Usage of CRM against pre-agreed targets.
- The average time it takes from enquiry received to issue of a quotation against pre-agreed targets
- Ensure that the number of customer's visited, opportunities created and contacts created are at the correct level against the pre-agreed targets and are correctly logged in CRM.

Essential requirements:

- Self-Motivation and drive to succeed
- Excellent communication and interpersonal skills (Both internal and external)
- Commercial / business acumen
- Time management and organization
- Self-starter
- Team player
- Negotiation skills
- Proactive problem solver
- I.T Skills Inc. : Microsoft Word, Excel, Outlook & CRM.
- Driving License (required)
- Sales

Preferred experience:

- Service organization experience
- Door industry experience
- Industrial & Automatic Pedestrian Maintenance Contract Sales