

<b>Job Title</b>	<b>Trainee Salesperson</b>
<b>Department</b>	Sales
<b>Site</b>	Colnbrook
<b>Reports To (primary)</b>	Dry Waste Sales Manager
<b>Interacts With</b>	Potential and existing external customers, internal colleagues and departments: Invoicing, Credit Control, Help Desk, Transport.
<b>Date of Job Description</b>	August 2011
<b>Hours of Work</b>	09.00 to 17.00 Monday to Friday although flexibility to work outside these hours is required.

### Job Purpose

As a Trainee Salesperson you will learn to be proactively responsible for creating and retaining an account base of customers for which Grundon will provide the best possible waste solutions. You will learn to manage both new and existing accounts from initial sale right through to ensuring service delivery and beyond by securing long term relationships and repeat business from your client base within a competitive market. The role will involve cold calling and making your own appointments to visit clients face to face within your target area.

### Key Duties

- Undertake cold calling in order to develop new business, observing any safety-related risks of prospective customers' sites.
- Manage a set of accounts and ensure maximisation of sales by offering add -on services.
- Follow up all sales enquiries quickly and efficiently.
- Ensure that customer accounts are maintained and regular courtesy visits are paid.
- Submit a monthly sales report to the Dry Waste Sales Manager.
- Resolve account problems by liaising with the transport and accounts departments.
- Ensure full compliance with Company policies and procedures including health and safety and employment.

### Qualifications

- Full current UK Driving licence.

### Experience/ Skills / Knowledge

- Competent in Microsoft Office and using databases.
- Possess good time management and organisational skills.
- Demonstrate persuasive, inquisitive and convincing ability.
- Demonstrate confident 'can do' attitude and demonstrate a passion for sales.
- Be confident, well presented and capable of negotiating confidently.
- Possess a strong desire to learn new systems.
- Numerate and confident with the written word.
- Self motivated and able to work alone and within a team.
- Place a high importance on excellent customer service

### Key Performance Indicators

- Meet and where possible exceed sales targets.
- No unresolved customer queries.