

JOB DESCRIPTION



Job Title:	Sales Executive
Responsible To:	Sales Manager
Main Purpose Of The Job:	Selling Siemens UGS Solid Edge 3D CAD and related software products and services

MAIN DUTIES

Sales:

- Cold calling. Managing the sales pipeline from first call to sale. Seminars and through other self generated marketing activities.
- Arrange customer meetings and appointments
- Using the Aurora CRM system
- Manage website updates relating to product and promotional changes
- Organise and manage sales campaigns
- Work to sales targets both profit and volume
- Processing sales orders
- Organising and taking part in web based demonstrations
- Provide reports to management on weekly sales activities and forecasts

Products Range Includes:

- 3D CAD (Computer Aided Design) software. Solid Edge, NX CAM Express
- CAM (Computer Aided Manufacture) software to compliment above
- Training for above Team Centre Express – document control
- Consultancy and services

Requirements:

- A good understanding of manufacturing process and the role of design within it
- Computer literate in MS Office 2003 (Outlook, Word, Excel & Powerpoint)
- Knowledge of 2D or 3D CAD an advantage but not essential
- A reasonable knowledge of mechanical and/or electrical engineering an advantage
- Willingness to learn how to operate existing and new software packages
- Confident and enthusiastic coupled with presentation skills
- Self motivated and customer focussed
- Able to work alone or part of a team

Location:

- The position will be based in Sunderland, but regional and national travel will be required from time to time and will be fully expensed.
- The use of your own vehicle for class one business use may be required with business mileage being claimed with expenses each month.

Salary & Benefits:

- Basic salary up to £35,000 P/A commensurate with experience
- Un capped bonus with OTE £50-70,000 PA.
- Commission on sales paid quarterly
- Monthly Car Allowance
- Company notebook and mobile
- 22 days holiday per annum, plus stats. 25 days per annum after 5 years service
- 37.5 hours per week, flexible start and finish times within core hours
- 4% contribution towards company organised stakeholder pension plan
- Career progression opportunities