

Schedule A – Job Description

Name: _____

Job Title: Sales and Customer Engagement Consultant – North / South

Line Manager: Business Development Manager - North

Main Purpose

- Responsible for achieving individual sales related goals and customer Engagement
- Responsible for achieving SMART goals that collectively support the achievement of the department plan and promote outstanding customer service
- Responsible for representing the Company at events and generate new business

Main Responsibilities

Sales and Customer Engagement

- Responsible for delivering demonstrations and training of CPOMS products
- Responsible for providing timely calls, emails and comprehensive notes on pipeline and manage including after delivery of demonstrations and training sessions
- Responsible for raising brand awareness, generating new business and networking at events
- Responsible for working proactively in-line with the departmental goals
- Responsible for sharing best practice and customer feedback to the team and relevant departments to enhance the customer experience
- Communicate with the Sales and Customer Engagement Administrators to coordinate diaries
- Responsible for effective time management of appointments and the needs of the business
- Responsible for attending and contributing to team meetings

Personal Responsibility & Development

- Responsible for understanding own level of capability and areas of development through the departmental accountability & responsibility matrix, job description and individual Performance & Development Review (PDR)
- Responsible for being compliant with all Company policies, regulations and law including GDPR, HR, IT, Finance and Health & Safety
- To behave in a professional manner that supports the Company values
- The job holder is required to carry out any other reasonable duties as required by the Business Development Manager

Policies

- Responsible for complying with all Company rules, policies & procedures

Other

- Must have a clean driving license and the use of a car

This is to confirm that I agree to fulfil this job description and will take responsibility for discussing with my manager any issues that affect my ability to fully execute it

:

Employee Signature		Date	
Manager Name		Date	
Manager Signature:			