# JOB DESCRIPTION

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| **JOB TITLE:** | **REGIONAL SALES MANAGER** |
| **NAME OF JOB HOLDER:** | TBC |
| **REPORTING TO:** | **MANAGING DIRECTOR** |
| **PRIMARY RESPONSIBILITIES:** | **To service the MGUK customer base, and nurture customer growth whilst identifying, developing and closing sales against a targeted and self-developed prospect list. Performance to be measured against set objectives and targets** |

## SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Responsible for the maintenance of prospect and customer data via our ERP system – in line with the Company's Sales and Marketing Departments.

2. Work closely with the MD to ensure an effective strategy is developed to deliver the sales growth and satisfaction levels required.

3. Maintain a regional call cycle/call frequency plan for all designated accounts.

4. Win new national and regional multiple account business.

5. Maximise the generation of profitable sales and achieved required sales/profit.

6. Liaise with operational colleagues to ensure that account execution is in line with Company Policy.

7. Manage the customer relationship and expectations, building rapport at all possible levels.

8. Ensure all negotiated pricing structures are in line with MGUK Company Pricing Policy.

9. Maintain all literature, visual aids and samples ensuring they are current, consistent, to the best quality available and replaced when necessary.

10. Have full commercial knowledge of the Company's practices and objectives.

11. Generate prospects to pursue in line with defined targets to create new business opportunities within your region.

12. Strive to exceed all targets including customer satisfaction levels.

13. Ensure all post related and company policies *including* absences reporting, accident reporting and holiday scheduling are adhered to.

14. Any other duties as assigned by the Directors.

Signed for and on behalf of
Merton Group UK Limited.

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**Name**:  _____

**Date**:  _____

Signed by employee – confirming that
employee is in agreement with details as
laid out in this job description and will
carry out duties and responsibilities at all
times.

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**Name**:  _____

**Date**:  _____