

JOB SPECIFICATION

JOB TITLE: Regs4ships Sales Manager

REPORTING TO: Head of Regs4ships

DIRECT REPORTS: None

JOB SCOPE:

The role of the Sales Manager is to work within the Southampton sales team to continue the growth of the Regs4ships customer base. Sales will be direct to new clients from initial contact to closing the sale and by working with the sales team.

You will be expected to learn the product and industry in great detail and be prepared to travel internationally in order to meet clients and present Regs4ships confidently. Having a good understanding of other ChartCo products and platform will be required.

The Sales Manager will be targeted individually as well as on a team basis. Sales support to the team will be required along with monitoring sales activity within the department.

Flexibility and a willingness to undertake ad hoc tasks and projects is key, whilst establishing and maintaining long term client relationships to ensure the growth of the Regs4ships customer base.

This role will be ideally suited to someone energised and keen to learn this fast growing business while looking to develop their sales career.

JOB FUNCTIONS:

- Meeting sales targets as a team and individually
- Identify and contact potential clients to actively sell products
- Win new business directly and by working with the sales team
- Build and maintain strong relationships with both prospects and existing clients
- Be prepared to travel internationally to meet clients at short notice
- Present Regs4ships and the ChartCo portfolio where necessary
- Cross sell and involve other team members
- Provide Regs4ships sales support
- Help onboard new employees
- Utilise all business and CRM systems to full effect
- Reporting of sales activity within the department
- Work on projects and sales plans

EMPLOYEE COMPLIANCE:

- The job holder will be expected to comply with any reasonable operational instruction or procedures relating to Company policies, reporting and controls. In particular Section 7 of the Health and Safety at Work Act 1974 provides a duty on every employee, while at work, to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- It also places a duty on employees to cooperate with their employer so far as is necessary to enable their duties to be complied with including the appropriate use of personal protective equipment (PPE)
- Failure to comply with this duty may result in the Company invoking the disciplinary procedure.

RECRUITMENT REQUIREMENTS:

QUALIFICATIONS:

Candidates must have a high level of communication skills and a have a very high standard of written and spoken English.

REQUIREMENTS:

The right candidate for this role will have a positive and mature personality who can work in a close and well established team. An interest in or work experience in a maritime environment would be advantageous.

SKILL MATRIX:

Job Title/Employee	Regs4ships Sales Manager	
Skills		
Specific Skills		
Sales	4	
Salesforce.com	4	
Lead Nurturing	4	
General Skills		
Internal/External Communication	4	
Good Telephone Skills	4	
Presentation Skills	3	
PC Literate	4	
Organisational/Problem Solving Skills	4	
Relationship/Team Building	3	
Quality Management	4	
Process Analysis	4	
Administration/Clerical Skills	4	
Accuracy	4	
Numeracy	4	
Flexibility	4	
Management Skills		
Leadership	2	
Delegation	2	
Decision Making	3	

- Grading System:**
- 0 No knowledge
 - 1 General low level of competency
 - 2 Competent in some respects
 - 3 Competent in most respects
 - 4 Fully competent in all aspects

Authorised Job Spec.	
Job Holder:
Date:
Direct Report Manager:
Date:
01.09.18	