**Job Title: Sales Executive**

**Reporting to: The Managing Director.**

**Location: HQ Highbridge, Somerset.**

**Nationwide coverage, travel required.**

**Remuneration: Benchmarked basic salary + commission + car.**

Due to the continued growth of the business Offsite Solutions is currently looking for a proactive, capable Sales Executive.

Offsite Solutions is the leading bathroom pod manufacturer in the UK and now produces 10,000 modular bathroom units per year for all sectors of the construction industry. The company intends to reinforce its market leading position by adding to its sales force.

The primary role of the Sales Executive will be to generate new enquiries, cultivate new clients, analyse prospective projects and convert potential jobs into successful orders.

You must be able to develop a professional rapport with new clients and provide support to progress the working relationship. You will also be required to maintain, grow and retain existing clients.

The company has a strong technical and commercial team who will assist you in winning business. Project values range from circa £250,000 to several million pounds. The function will require frequent UK wide travel with weekly sales meetings at the companies Somerset HQ.

As a key member of the sales team you will be instrumental in developing the company’s quote & order book and their subsequent management. You will be comfortable working towards sales targets and being responsible for your own lead/client generation.

Ideally you will have a proven track record of selling an offsite/modular construction solution, however a good working knowledge of the modular, timber frame, light steel frame construction or bathroom/building products sector would also be considered.

**Working within a team the responsibilities of the successful candidate will include:**

* Identification of suitable projects at pre-tender stage making contact and arranging meetings with all stakeholders involved; Clients, Architects, Specifiers and Main Contractors.
* Managing the sales process from receipt of enquiry, assisting the sales team in reading drawings and interpreting client requirements and being resourceful in accommodating these requests within budget.
* Presenting quotations to the tendering Main Contractors. On award of the project; manage, co-ordinate and liaise between Designers, Architects, Contractors, & M&E consultants & attending Design Team meetings as required.
* Engaging with Offsite Solutions’ team ethos (professional, customer-focussed and collaborative with colleagues).
* Understanding of the Main Contractor procurement process.

**Skills required:**

* Excellent IT skills including Excel, Power Point, Word and Microsoft office.
* Good numerical & written skills.
* Excellent telephone skills.
* Close attention to detail.
* The ability to work on your own or as part of a team.
* An organised approach to work and the ability to meet deadlines.

If you feel that you have what it takes to make a positive contribution to our fast growing business, please send  your CV to our postal address or email it to [hr@offsitesolutions.com](mailto:hr@offsitesolutions.com)