

**Genie Computing Ltd**  
**Units 1-2 Gelligron Industrial Estate**  
**Tonyrefail**  
**Porth**  
**RCT**  
**CF39 8ES**

**Registered Company:**  
**5751350**

**enquiries@geniecomputing.co.uk**

## **JOB DESCRIPTION**

**JOB TITLE:** Field Sales Executive  
**REPORTING TO:** Managing Director  
**JOB LOCATION:** Unit 3 The Beeches Industrial Estate, Coedcae Lane, Pontyclun, CF72 9DY

### **GENERAL PURPOSE**

To plan and carry out direct marketing and sales activities, so as to maintain and develop sales of Genie Computing web design packages to businesses in and around South Wales and the West.

### **OVERALL TASKS AND RESPONSIBILITIES**

- 1) Undertake training in order to familiarise the web design process.
- 2) Contact by telephone new customers to enhance sales opportunities.
- 3) Visit potential business customers on their premises.
- 4) Make accurate cost calculations and provide customers with quotations.
- 5) Represent the company at trade exhibitions, events and demonstrations.
- 6) Develop strong customer relationships.
- 7) Pro-actively develop new business opportunities.
- 8) Identify training and development needs of the sales team within the business.
- 9) Consistently review sales performance, achieving or exceeding targets.
- 10) Build and manage relationships with the Directorate and stakeholders.
- 11) Clearly and positively communicate the organisation's aim, values and strategy.