

MICHAEL I HOLDSWORTH LIMITED

JOB DESCRIPTION

Department:	Sales
Location:	Midlands & South Wales
Job Title:	Regional Sales Manager
Accountability:	Sales Director
Purpose of Post:	The primary role of this job is to manage the day to day running of the sales region you are responsible for.

Principal Responsibilities:

- To manage the personnel responsible to you, including recruitment, appraisals, training, motivation and disciplinary action as required.
- To open new business, build the account base and manage existing business directly and indirectly through your team.
- To assist in the control and management of Key or Group Accounts as and when directed by the Sales Director.
- To ensure the sales region you are responsible for realises the Company's objectives regarding sales and margin expectations.
- To ensure volume sales across the range of the Company's products to existing customers, thus achieving sales targets and Company profit margins.
- To carry out periodic sales meetings in conjunction with the other sales regions.
- To ensure Company practices and standards are maintained, including but not limited to reporting, pricing, appearance and vehicle/Company property maintenance.
- You are to ensure your region is worked in an efficient and economical manner.
- You are to be fully aware and confident of the Company's product range and of the pricing structure and discounts.
- You are to carry out administration duties as necessary for the performance of your job and as required by the Company
- You are to evaluate competitor activity and trading conditions and report back where necessary.
- You are to be in regular contact with other departments and build good relations. 'TEAMWORK'.
- You are to carry out specially requested duties, i.e., attend exhibitions, act upon requests to investigate customer complaints and attend meetings as required.
- You are to be aware of account credit status and liaise with the Accounts Department regarding the collection of outstanding payments when required.



General Responsibilities:

- It is the duty of all employees to observe the Company's Customer Care objective, which is the delivery of frozen and chilled foods and ambient goods to customers, with regard to the correct products, right quantities, at the right price and at the right time, with a view to profit.
- Note that the Company is an Equal Opportunities Employer.
- You are required to observe the rules set out in the Company's Health & Safety Policy.

Quality Responsibilities:

- To ensure that the requirements of STS for Food Wholesale, storage & distribution and ISO 9001 are met and maintained.

Safety:

- To ensure your own and others' safety by following the directives set out in the Company Health & Safety Policy.

Supplementary Duties:

- You may be required to assist with customer complaints, price list distribution, gifts and awards distribution.

Appraisals and Training:

- Formal Appraisals will be carried out by Senior Management at the 5 month and 10-month stages of employment, and yearly thereafter.
- Training requirements, recognised from job appraisal or on-going improvements with the Company, will be given.

Personal Specification:

- Selling Skills Training Course or Graduate of Catering College or equivalent courses.
- Line Management in Sales or Catering background.
- Two years Foodservice sales or Food Catering background.
- Good Communication and Presentation Skills.
- Computer Literate and Proficient.
- The ability to multi-task effectively, prioritise workloads and work to deadlines.
- Interest in food/food trends.

This is a description of your duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

I have read, understood and accept this Job Description

Employee Name:

Signature of Employee:

Date:

Signature of Manager:

Date: