

## JOB DESCRIPTION

### 1. POSITION

Sales Manager      Reporting Directly To: Managing Director

### 2. REPORTING RELATIONSHIPS



#### **Summary of Role:**

The Sales Manager will take full responsibility for all sales, marketing, and business development activities for the company. You will be tasked to identify sales opportunities with new and existing clients across our portfolio of services.

#### **Key Responsibilities:**

- To prepare and deliver presentations explaining products and services to existing and prospective clients.
- To establish new, and maintain, existing relationships with customers, to seek out new opportunities and help produce and submit all relevant information including proposals, quotations, and solutions to customer enquiries.
- To build, maintain, and administer an extensive and strong client base.
- To provide pre and post sales support from initial enquiry to final commissioning and maintenance.
- Take commercial action to help steer the strategic direction of the business to maximise growth.
- Customer facing role, where high customer engagement is essential.
- To work alongside Managing Director in order to generate sales, for a portfolio of accounts and reach Company set sales target.
- Produce pipeline reports for the senior management team.
- Ensure all leads/enquiries are passed to Operations/Procurement Team in a timely manner.
- Update and maintain CRM system ensuring customer feedback on completion of project/task.
- Regular travel out-with regular place of work, both locally and internationally, as required.
- Suggesting improvements and simplified methods of working, procedures, and systems through continuous improvement activities.

#### **Qualifications / Requirements:**

##### **Quality, Health, Safety and Environmental Responsibilities:**

- Demonstrate a personal commitment to quality, health, safety, and the environment
- Comply with and promote all policies and QHSE processes, including 'Stop the Job' requirements
- Demonstrate leadership and commitment to quality, health, safety, and the environment
- Communicate the importance of effective quality, health, safety, and environmental management and of conforming to QHSE requirements
- Promote a positive safety culture
- Comply with QHSE policies and procedures, at all times.
- Report all accidents and incidents, including any near misses.

Qualifications and Essential Qualities

- At least 10 years' experience in an applicable sales and business development role.
- Proven track record at senior management level.
- Proven experience in aftermarket repairs and drilling equipment.
- Evident contact list within drilling contractors and operators.
- Ability to operate on own initiative as well as part of a team and work well with all levels of management.
- Drive and dedication to develop and grow business opportunities.
- Confident in carrying out technical presentations.
- Ability to work within, and ensure compliance of all staff, with health and safety policies, at all times.

*All employees of MRDS Group® are expected to be flexible in their attitude to their work, and willing to take on responsibilities where necessary, that may be out-with the roles and responsibilities outlined in this job description, as this list is not exhaustive.*

*MRDS Group® reserve the right to review this job description at any time.*