



SALON PROMOTIONS LTD JOB DESCRIPTION

<p>COMPANY DESCRIPTION</p>	<p>Salon Promotions Ltd is a distributor of professional hair care products to professional hair salons. We service our clients through direct sales consultant visits, telesales support from our head office and strive to provide an excellent level of customer care to all our clients.</p> <p>Salon Promotions Ltd operates in a distribution territory with strict boundaries. Each sales consultant will be allocated to a specific territory as detailed in their contract of employment.</p>
<p>JOB TITLE</p>	<p>SALES CONSULTANT/BUSINESS DEVELOPMENT MANAGER</p>
<p>JOB DESCRIPTION</p>	<ul style="list-style-type: none"> • General overall objective is to: visit clients on territory journey plan, to build up client base by prospecting new accounts and to develop the business of existing clients. • Responsibility to develop your client base through working an efficient journey plan and following company guidelines on call content and presentations • You will be responsible for generating your own new leads by calling on salons that are not currently serviced by the company on your territory and making appointments with leads that are received through other colleagues or where clients ring head office. • You are expected to work under the direction of your Country Sales Manager, who is working under the guidelines and direction of the Company Sales Director/General Manager. • You will be expected to complete company paperwork, daily record sheets, and provide data for report compilation. • You will be given adequate training on the products and brands you are to sell. • You are expected to manage your accounts with regard to booking regular appointments, ensuring that the company's deals are promoted in the professional and organised manner presented to you at the monthly sales meeting and through the direction of your line managers. • You are expected to ensure that your clients are fully aware of the terms and conditions of the company with regard to order procedure, delivery procedure and ensuring that they adhere to the company payment terms. • Account management responsibility with regard to collection of monies due and ensuring clients adhere to credit limits. This may be collection of cash or cheques or ensuring direct debit arrangements are set up. • Commission will be paid on target achievement of monthly sales figures. Commission will be deducted if accounts go into 60 days overdue and will be repaid once the debt has been cleared. • The company commission structure may change at any time without prior notice to you • You are expected to ensure that you adhere to instructions from your sales manager and company managing director on ensuring that all sales calls are carried out uniformly throughout the organisation.

	<ul style="list-style-type: none"> You will be expected to conduct each sales call to the instructions given, ie to present the monthly promotional material as detailed in your sales meetings and use computer, paper presentation material as stated. All company samples issued are to be retained by you for presentation purposes and returned as instructed to head office when requested. Company property, ie telephone, computer, journey plan, promotional material etc is to be respected and returned whenever requested. Company property is not to be used for personal use – ie mobile phone and computer. Actively sell education places/courses/seminars as directed and targeted by your line manager. To ensure that education is offered to clients by our educators for in salon training classes Sales territories and customer account base may be changed at any time should this be best for the company and to accommodate company expansion of new sales consultants are added to the team.
SPECIFIC TERRITORY	To be detailed on the contract of employment
SKILLS REQUIRED	<p>General Skills expected by sales consultants:-</p> <ul style="list-style-type: none"> Professionalism Smart dress Organised, tidy, reliable, honest and trustworthy Selling skills Ability to complete paperwork in the manner expected and on the date requested by company personnel Ability to ensure a business plan is created to ensure that reasonable sales targets are achieved Confidentiality and responsibility for company data and property Ability and willingness to learn new skills and develop with the company Computer literacy
CONTACT DETAILS	<p>Direct Line Manager and Managing Director : Neil Capstick Company Director and HR: Sarah Capstick Finance Director : Nicholas Barnes Sales Director: Samuel Griffiths</p>
JOB DATE:	Date of filing this job description 05.01.2017
COMPANY ADDRESS:	<p>Salon Promotions Ltd, Prospect House, West Craven Business Park, West Craven Drive, Earby, Lancashire BB18 6JZ Telephone No: +44 (0)1282 444900 www.salonpromotions.co.uk info@salonpromotions.co.uk</p>