

JOB SPECIFICATION



Position: SALES & DEVELOPMENT EXECUTIVE

Waste Division

Here at Pat Munro Waste Services, we are committed to providing the best, local, recycling-led waste management solutions for businesses and domestic customers across the Highlands and Moray. Using state of the art technology and with a large and modern fleet, we deliver a customer-focused service, putting quality, efficiency and compliance at the forefront of all we do.

Position Details

Job Title	Sales & Development Executive
Location	Inverness (office based)
Working Hours	Part time - Circa 20-25 hours per week
Duration	Permanent
Remuneration	£negotiable depending upon relevant experience
Holidays	30 days per year (pro rata)
Other Benefits	3% pension contribution & Death in Service Cover
Probationary Period	3 months from commencement.

Principal Job Responsibilities

- Focused on finding new growth opportunities for the business from either existing and/or new customers
- Identifying strategic partnerships that open-up new opportunities
- Ensure that our customers are satisfied with our service and identify any areas where we are underperforming and what can be done to improve them
- Communicate to the wider waste team any market information obtained that will help secure new business
- Delivering presentations for persuading customers to buy new services or products
- Have an in-depth understanding of the company's services and products to advise and make suitable recommendations to customers

Applicant Qualities

The successful applicant will ideally have the following skills, qualities & experience: -

- A current driving license is essential to this role
- Ability to sell products and services
- Excellent customer service skills
- Strong networking skills to build relationships with prospective and existing clients
- Good commercial awareness
- Excellent verbal communication and presentation skills
- Good level of computer skills
- Proactive and positive attitude with willingness to learn
- Good attention to detail
- Structured and diligent approach to task management and record keeping
- Flexibility and willingness to undertake tasks out-with the key job responsibilities when required
- Be trustworthy, friendly, timeous, and reliable, promoting a good image of self and company
- Previous experience / knowledge of the waste industry, or in logistics, would be beneficial, but it is not essential

If this sounds like the perfect fit for you, please send your CV to careers@patmunro.co.uk.