

JOB DESCRIPTION

<p>JOB TITLE: Junior Sales Executive</p>	<p>DEPARTMENT: Sales and Customer Support</p>
<p>REPORTS TO: Commercial Manger</p>	<p>LOCATION: Southend</p>
<p>JOB PURPOSE: The Sales Executive is a key member of the operations team and will be responsible for all sales and accounts and any new sales activity. Gain and maintain extensive customer insight and initiate all reporting, communication and visits. Develop new lines of revenue for the IMRO and group. Ensure complete contract fulfilment as per customer agreements. Responsible for the successful development, implementation and maintenance of plans supporting IMRO maintenance with superior results in customer satisfaction, internally and externally.</p>	
<p>MAIN RESPONSIBILITIES AND DUTIES:</p> <ol style="list-style-type: none"> 1. Establish business development, sales and customer support strategy core goals and objectives with the general manager and commercial manager 2. Primary point of contact between all new customers and IMRO 3. Identify future market potential above core business plan of customers with projected service intervals. Determine the company's position relative to its competitors, available markets, market value of targeted business 4. Production of clear business cases with projected margins for any new contract with a readiness review plan complete and presented to the Commercial Manager and General Manger 5. Highlight future capabilities driven by customer demand and future growth of the aircraft platforms 6. Help develop pricing for company services, interface with GM to ensure pricing meets company goals with respect to profit margin 7. Help with Contract readiness reviews, development and negotiations together with the Commercial Manager and General Manager 8. Prepare monthly, quarterly and yearly sales forecast based on market data 9. Participate and/or arrange event management meetings when applicable 10. Conduct measurement, reporting, customer focus groups, and meeting for the purpose of improving service delivery 11. Ensure contract margin targets are met 12. Assist in reporting monthly key figures to Senior Management, as requested 13. Monitor recent developments in the industry and related industries and keep the company's Senior Management team informed of market developments 	

14. Schedule coordination and provide delivery updates to client. Carefully review the status reports for accuracy and follow-up
15. Work closely with IJCT to further develop IMRO capability to support their business
16. Any other duties as required

SKILLS AND EXPERIENCE

1. Proven experience in similar role and/or project managing
2. Above average experience in utilizing computer equipment with emphasis in word processing, data management, desktop publishing, and spreadsheets and PowerPoint presentations
3. Advanced level of written and oral communication skills with excellent interpersonal skills
4. Highly developed negotiation skills
5. Willing and able to work in high intensity environment where high performance standards are the norm
6. Knowledgeable of CAA requirements for overhaul and repair of commercial aviation equipment
7. Able to work well with others, interface on a professional level with contemporaries, and exhibit a positive attitude towards the successful implementation of corporate and divisional goals and objectives
8. Background in business management and customer support
9. Demonstrate some technical understanding of aircraft maintenance