

Sales Specialist

Job Title:	Sales Specialist at Hellyar Plastics Polska (HPP)
Location:	Łowicz
Reporting to:	Managing Director of HPP Regional Sales & Development Director of HPP

This position has a critical role in new sales development in the region, supporting the growth ambitions of Hellyar Plastics Polska.

The company:

Is recognized as the leading independent UK compounder with new overseas production in Poland for sales to Central Europe and Germany. The company is 60+ years old and privately owned with an extremely strong financial position. The company would like to develop new compound leads, in and outside of its traditional markets, in order to further expand sales and production levels in Poland.

The company therefore seeks to employ a Sales Specialist, Manager / Sales Development Manager in order to break into new customers and new compound markets in the Polish market and surrounding markets agreed internally to provide day to day business coordination and technical support to customers.

Background of this new role

Reporting to the Managing Director and Regional Sales and Development Director this role is responsible for the day-to-day for carrying out all sales along with essential sales, projects leading to sales, administrative tasks connected with the sales dept, and sales activities of the company to grow the business. Providing a range of support to the sales team, and administrative functions with order processing and customer inquiries is the main focus of the role. It is expected that this role will have responsibility for generating sales through internal sales day-to-day calling, finding potential customers, making offers, negotiating conditions. Major task for this role is develop sales and everything that is connected to sales dept.

The role: Development of sales / new customer implementation

- Knowledge of the Polish market, ideally in our Product areas.
- Proven sales experience in the Polish market, ideally in our Product areas.
- Good technical understanding of polymers, compounds.
- Fluency (spoken and written) in English, Polish.
- Strong personal attributes such as a determination to succeed and a very persuasive nature.

The candidate will focus on opening new doors, creating new profitable business and managing company sales. Products: Polymer Compounds (mainly filled PP and coloured ABS).

Main duties and responsibilities: 100% in sales

- To provide a professional first point of contact for all customers making contact through inbound calls to HPP or contact via the sales email account.
- Process all enquiries and orders from customers ensuring these are handled promptly and efficiently from initial enquiry and receipt of order to final despatch of goods.(making a direct calls and emails etc. – be a face of HPP and support customer needs as possible)
- To provide basic support to current customers. To include amending deliveries, supplying technical data
- To receive and check accuracy of customer PO's to ensure the correct details (to include product, customer, delivery details and packaging....) are in place and the price is approved by sales person prior to the manufacturing of the material.
- Raises sales orders/ contracts and passes to Credit Control in line with company policy/ ISO standards.

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- To ensure all customers are kept up to date with the status of their orders using the external sales team where required.
- To input onto the computer system, all Technical Service Requests and colour matching requirements
- Be part of new project development – new samples (attending meetings, be aware who to contact to push the project forward, help to develop new sales/projects)
- Leads daily transport meeting and follows up based on despatch list
- Monitor the allocation of stock for customer orders.
- Assists with covering customer contact when a member of the sales team is absent .
- Cooperation with other departments to analyse, monitor and provide sufficient feedback to customer
- To be the face of contact for customers, be responsible for it – professional and all details concerning confirmation must depend on purchasing confirmation, stocks , production team confirmation, so the PO of customer be on time agreed on both sides.
- Identify new target customers which will be defined and established. Negotiate and sell products to new customers agreeing sales conditions
- Communicate clear sales conditions to the internal sales and financial dept. in the company; price, quantity, payment terms, packing, logistics terms, delivery dates , all in line with company policies and internal agreements.
- Follow up on pending orders with the sales and logistics team to ensure OTIF/ KPI's. (if necessary)
- Develop and nurture relationships with key stakeholders in the company (management, purchasing, quality, supply chain, technical, etc.).
- Grow sales in Central Europe and other local markets / agreed leads internally.
- Build a pipeline of new business opportunities using either the existing compound development system or a similar approach so that company can understand the timing of future growth of the business.
- Develop and nurture relationships with customers.
- Develop and recognize demand of customers and their requirements for PIR and PCR compounds, identify targets, demand, requirements and communicate internally.
- Build an effective network of industry contacts to enable the company to be recognized as a player in the market.
- Actively promote existing products as well as newly developed technologies.
- Provide the initial point of contact for technical support to customers in the region.

Skills, knowledge and experience:

- A highly communicative and persuasive sales person.
- An entrepreneurial individual highly self-motivated and result focused.
- Fluent (spoken and written) in English, Polish.
- Based in Poland.
- Valid driver's Licence cat. B to visit customers

Education and training:

- Ideally educated to degree level in relevant subject (for instance Business, Chemistry or Polymers).
- Technical knowledge of polymer raw material.
- A minimum 3 years' experience in polymers, compounding, sales, marketing, and /or business management.

Location of Employment:

- Łowicz