

G . F SMITH

1885 ONWARDS

G . F Smith Job Description – Roles and Responsibilities

POSITION TITLE:	Paper Consultant
DEPARTMENT:	Sales
LOCATION:	London (Home Based)
REPORTS TO:	Director of Sales

PURPOSE OF THE POSITION:

Visiting new and existing clients to passionately represent G . F Smith, inspiring people to specify papers from our Collection.

KEY ROLE RESPONSIBILITIES OF THE POSITION:

1. Customer facing, representing G . F Smith as an ambassador
2. Develop expert knowledge of our products, services and capabilities
3. Present our promotions with passion and expertise
4. Establish, maintain and grow a database of clients
5. Understand customer requirements, offer personally tailored solutions
6. Nurture relationships and always be available to help
7. Identify new opportunities for paper specifications
8. Play an active part in the design community, represent the company at events as required
9. Work to and achieve agreed sales KPIs, reporting on progress as directed
10. Play a positive and active role within the company - love what you do
11. Any other duties within the remit of the role as requested by relevant managers and directors.

BW/JH Oct 18