

# job description

**Job Title:** Machining & Fabrication Sales Manager

**Reporting to:** Manufacturing Manager

**Job purpose:**

- Generate machining and fabrication sales in excess of £5m / year externally over a 4 year period, in line with available capacity, technology and budget/contribution targets
- Co-ordination and progress chasing of inquiry, order handling including delivery of product

**Main Responsibilities**

- To expand the Prodrive's machining and fabrication business through identification & acquisition of new business both with new and existing clients
- To provide commercial liaison with client in the entire project stages, from development of proposals to the completion of final sign off against the agreed targets

**Accountabilities:**

- To extend and contribute to the development of new business both with existing customers and by increasing the potential client base through personal contact and other media
- To undertake negotiations with prospective clients on potential products in the development of proposals covering financial, technical and timing objectives. This includes liaison at all levels including senior executive and board members. To contribute to achieving income and profit targets set by the Company for the Department
- To contribute to the development of the overall machining and fabrication business' strategy and to explore and examine new business opportunities relevant to the business objectives
- To initiate and manage the preparation of proposals and contracts in response to client enquiries, ensuring relevant inputs are robust, valid and accurate. To ensure approval of the proposal in line with Company procedures is obtained before submission of the proposal to the client
- To be the first point of contact with existing and potential clients, ensuring regular reporting and contact is maintained
- To ensure all invoices are submitted to the client and paid in line with the contract payment

- To ensure regular reporting on the progress of projects, including technical and budget status to the client and Composites Manager
- To prepare annual budget forecasts for nominated customers, identifying nature of projects and projected income
- To provide feedback to the Production Manager on market opportunities and developments
- To identify appropriate weaknesses and to make recommendations for the improvement of the efficiency of the department as a whole
- To provide support at shows and exhibitions as defined by the Sales and Marketing Strategy

**Requirements:**

- Commercially astute Mechanical Engineering graduate or other Science / Engineering discipline
- Background in sales and marketing activities within machining and fabrication related industries. Awareness of Key Players and global machining and fabrication market development trends
- Computer literate in all Microsoft applications
- Able to travel worldwide on business in-line with business needs
- Self starter, proactive and good presenter

**Education / qualifications**

- Commercially astute Mechanical Engineering graduate or other Science / Engineering discipline
- Background in sales and marketing activities within machining and fabrication related industries. Awareness of Key Players and global composites market development trends
- Computer literate in all Microsoft applications

**Special aptitudes**

- Self starter, proactive and good presenter

**Disposition**

- Able to travel worldwide on business in-line with business needs

**Values**

Can do	Must possess a positive attitude and display the ability to identify alternative solutions to problems
Relentless	In exceeding customer expectations and continually exceeding goals
Rigorous	A commitment to achieving the best solutions
Creativity	Endeavour to find new ways of doing things and learn from past experiences