POSITION VACANT

Job Title Area Sales Manager

Department Adare Sales - Haverhill

Reporting to Sales & Marketing Director

A position has become available to join our successful external sales team at Adare, based out of the Haverhill site. A good knowledge of the reprographic, self adhesive label and packaging market, as well as a proven track record of selling into blue chip clients will be an advantage.

The individual should be well presented, have a clean UK driving license and will have strong reporting, negotiation, communication and interpersonal skills.

Job Purpose Statement (Objective)

The Area Sales Manager will contribute to company objectives, sales strategy and budgets. This will be achieved by the effective management and development of existing and new business accounts.

Job Accountability

- Achievement of the business financial targets within the Adare budget by account, measured on a monthly basis.
- Managing the gap i.e. Budget versus Forecast.
- Construct and agree a business development plan (including suggested budgeted sales, objectives, targets and strategy) for each new financial year. This is due by the end of August, annually.
- Monitor and drive the business plan on a monthly basis to ensure the achievement of financial goals.
- Identify new business opportunities either by account or product, and drive any new product development required by project management, involving all relevant Adare personnel.
- Submit a weekly Diary every Friday PM showing appointments made for the forthcoming week.
- Produce a monthly sales report by the 7th of the month for the previous months performance.
- Ensure that new business is managed in an effective manner and delivered to the client to the agreed specifications.
- Ensuring a credit application form is completed by all new accounts and managing the payments through discussions with the Accounts Dept.
- Supplying the IAM's (Internal Account Manager) with a full specification for the new work, being any relevant product detail.

- Attending in person or by phone a new works meeting on all new business to ensure effective communication of client requirements, and working with the IAM to achieve this goal.
- To be responsible for managing specific client stock with the IAM to ensure continuity of supply to the client and maximizing sales revenue.
- To be responsible for a critical path on all new work and major launches on packaging. This will involve managing design, artwork, material, production, specification and final end use bearing in mind the final date required by the client. This will require working closely with all departments of ALC, the client and any other third party involvement.
- Ensure all relevant personnel are briefed regarding any client visit by completing the relevant paperwork and issuing an agenda and list of objectives for the meeting.
- To be responsible for organising presentations for client visits and tailoring them to the specific client's requirements
- To present on a quarterly basis (usually at the sales meeting) a full presentation of performance in regards to new business objectives, wins, losses and YTD budget.

Successful candidates will be provided with a competitive salary, company car, laptop, phone and after completion of a successful trial period access to the company pension scheme.

Please apply in writing with curriculum vitae to Steve Knight, Adare, Falconer Road, Haverhill, Suffolk. CB9 7XU. Email; steve.knight@adare.com