



## Job Description

Position Title:	<b>Marketing &amp; Sales Administrator</b>
Location:	Fairley Street, Glasgow
Department:	GalGael Enterprises
Reporting to:	Business Manager
Salary:	£24,000 pro rata      Hours 17.5 hours per week

### The Role

The Enterprises Marketing & Sales Administrator will be a member of the staff team reporting to the Enterprises Business Manager. The post holder will be responsible for promoting, marketing and selling timber, commissions and products to a range of markets for GalGael Enterprises.

The post will entail identifying and quantifying market potential for each of GalGael Enterprises' revenue streams.

The Marketing & Sales Administrator will then be responsible for developing routes to market and customer relationships in each of these areas with an emphasis on timber.

GalGael is above all a people-focused organisation that aims to develop people's competences and confidence. GalGael Enterprises sales and marketing activities aim to achieve sales targets in a way consistent with this principle.

### Responsibilities

- Work with the Business Manager on the delivery of GalGael Enterprises Marketing Plan.
- Promote, market and sell GalGael timber, commissions and products.
- Maintain a database of existing and potential customers.
- Identify potential customers and develop sales relationships with them.
- Maintain relationships with existing and prospective customers by providing support, information, and guidance.
- Identify new markets and business opportunities.
- Provide customers with quotations.
- Negotiate terms and close sales.
- Gather market and customer information and provide feedback on buying trends.
- Ensure that the GalGael Enterprises brand is known and respected in the markets in which we wish to operate.
- Meet GalGael Enterprises sales targets for each revenue stream.

- Record sales and communicate with accounting staff.
- Report regularly to Business Manager.
- Review your own sales performance along with the Business Manager.
- Lead on the production of promotional materials for timber, commissions, products etc.
- Work with the Business Manager on the development of the Enterprises sections of the GalGael website

## **Person Specification**

### SKILLS (Competences and Aptitudes):

- Proven marketing and sales skills in timber or a closely related area.
- Positive, eager and responsive attitude. Initiative and desire to achieve goals.
- Practical experience of customer relations and providing good customer service.
- A creative approach to marketing and sales.
- Excellent interpersonal skills. Ability to communicate effectively with a wide range of individuals and groups.
- A systematic approach to work planning and execution.
- Ability to work to timelines, budgets and sales targets.
- Budgeting and relevant financial skills.
- Competent in use of MS Office, particularly MS Excel and MS Word.

### PREVIOUS EXPERIENCE

A proven track record in marketing and sales in timber or a closely related area.

Minimum of 3 years experience in an appropriate marketing and sales role.

### KNOWLEDGE:

A sound working knowledge of marketing and sales techniques and practices.

### QUALIFICATIONS (Educational and Vocational)

A relevant qualification in Marketing at HNC level or above.

### OTHER FACTORS:

Current full driving licence and own car essential.

Willingness to be flexible to help the organisation meet changing demands.

Some out of hours working will be required.

An understanding of the work of GalGael and a commitment to the organisation's values.