

## **Job Specification – Sales Manager, BBS**

### **Address:**

#### **BBS LTD**

Building Board Specialists Ltd  
Units 1 & 2  
The Runnings  
Cheltenham  
GL51 9NJ

**Work Hours:** 08.30 - 17.30. One hour for lunch.

**Full time, 4 weeks holiday a year. Competitive salary offered, BBS offer above industry average salary packages for the right person. Company car & fuel card provided. The role is mostly visit based but you'll also have a permanent desk in the office with a laptop pc.**

### **Duties:**

BBS need you to bring in orders for our modern, expensive construction materials from construction contractors working in and around the South West and Wales. This exciting role will evolve and grow as you develop your knowledge of the products and the services BBS offers. At first you'll liaise with the office based account manager and MD, and use your local knowledge to gain the details of the large building projects going on and which building contractors are involved, so that you can secure an opportunity to quote. You will then begin forming the working relationships required with estimators, buyers and site managers who work in the building companies in and around the South West. These relationships will be the key to your future success, and will help ensure you're top of their list for each cladding and building board requirement that they have. The building industry is fact moving and time sensitive, you'll need effective communication with your office combined with regular research of large and small building projects to be aware of what opportunities there are for your colleagues to quote on. You can then use tenacity and intelligence to secure the order, as there's always an angle or a solution that no one else has thought of. You'd be surprised how much strategy goes into winning large orders, and real teamwork is the key.

The MD will assist you at first with establishing key relationships with our current clients and suppliers, and with understanding the technical aspects of the materials we sell. It's important to keep an up to date and organised client file for each project you're working on.

As a young growing Company, we share in the Company's efforts and we all pitch in and work together to achieve further successful growth.

### **Required:**

**Qualifications:** A thorough, organised individual – you will enjoy building relationships with the building contractors in the South West & Wales ranging from smaller building companies carrying out

refurbishment work to large contractors with in-house estimating and buying teams. Working knowledge of how the construction industry works or similar contractor based tendering is required. Sales experience within construction or an associated industry is essential, and a can-do attitude and the ability to adapt to a fast moving industry is important. If you're bright and enthusiastic and want to join a new start-up business with solid backing then give us a go – you'll enjoy it!

We need you to have 5 GCSE's including Maths and English, & preferably 'A' levels. A working knowledge of Microsoft Word, Excel and Microsoft Outlook is required. Good communication skills, a confident manner, and the ability to work with senior clients is important. The right candidate can either work out their notice period or start immediately.

**About BBS:**

BBS is a new shiny start-up business, with solid financial backing, and an experienced and successful MD. Sales already run at over £80k per month, with a targeted first year turnover of £1m. We supply external facade cladding and building boards for sports stadiums, office blocks, apartment complexes, hospitals, schools and universities, local authority housing and industrial buildings. The Company has created good relationships with its suppliers and new clients alike, and as a young Company we can find our own way of working to succeed. The Company is expanding out of recession, and investment continues to date with a new computerised beam saw, a new delivery vehicle, and excellent marketing to attract new clients. The team is growing to include a warehouseman and an area sales manager to cope with demand, in addition to this role.

**For further information and prior to interview please see [www.claddingandboards.co.uk](http://www.claddingandboards.co.uk)**