

## **Job Description – Sales Executive**

**Reports to:** Business Development Manager

**Base:** Bathgate

**Hours:** Full time, Monday to Friday, from 9.00am till 5.00pm

We are looking for a dynamic individual to further strengthen our excellent team in Scotland. Servicing our members across Scotland and Northern Ireland, this existing office-based role will suit anyone with a real desire to succeed. This role offers a competitive commission plan.

### **About Us**

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

We offer a voice for our members to work with governments, policy makers, and local authorities across the UK on the issues most important to them. We campaign on a breadth of priorities including changes to legislation, rising fuel costs, better roadside facilities, and the transition to a Net Zero transport system.

Our 8,500 member companies have access to technical and professional services to help them comply with industry regulations and assist them in running their businesses efficiently.

We also offer a wide range of accredited training programmes to help firms develop their teams and operations.

The majority of our members are small and medium-sized enterprises (SME) but we also represent larger firms across the sector.

We've been proudly supporting hauliers since 1944 and now include coach and van operators in our membership.

We champion the highest standards in our industry and work hard to be the go-to organisation for driving business on our roads.

Our head office is in Peterborough, and we have offices in Bradford, Westminster and Bathgate in Scotland.

### **Main duties and responsibilities include:**

- To meet or exceed agreed KPIs/Targets
- Proactively selling all RHA products and services in an inbound and outbound environment
- To create and maximise all leads and opportunities.
- Ensuring all leads are followed up in a timely manner.
- Maintain own prospect list and keep records up-to-date and accurate whilst building a pipeline efficiently.
- Processing sales and accurately completing paperwork within agreed deadlines

- Provide sales support for RHA products and services both inbound and outbound via the telephone and email.
- Any general office administrative duties required.
- Work with other internal parties to maximise all business opportunities as needed.
- Excellent communicator and able to establish and maintain effective working relationships with all departments and stakeholders.
- Informing and/or consulting other RHA departments when appropriate
- Any other duty as reasonable required by the Business Development Manager or Head of Sales and Training (Scotland & Northern Ireland)

## **Key attributes:**

- Good new business sales skills
- Excellent understanding of the MS Office Suite
- Excellent telephone manner
- Proven track record in sales/telesales
- Good written and oral communication skills
- Knowledge of the transport and logistics industry is preferred, however full training will be provided.
- Attendance may be required at trade events, there may be occasions when overnight stays are required away from home.

## **General Responsibilities:**

All employees of the RHA have the following responsibilities: -

### **Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

### **Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

### **Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment.

### **Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

### **Data Protection Policy**

- To be responsible for the activities required to support the organisation's Data Protection Policy.