



Position: Field Sales Specialist

Country:	UK	Location:	Poole Office/ Field Based
Business Unit:	SAFC Supply Solutions	Department:	SAFC Field Sales
Version:	V1	Written by:	BU Manager
Position Reports to:	SAFC SS UK BU Manager	HR SOP Ref. No.	

Purpose of the Position

To meet or exceed sales targets in line with the SAFC Supply Solutions (SS) Business Unit (BU) objectives through territory business planning and direct selling activities within an assigned postcode territory / allocated accounts. To be achieved by managing customer relationships and supporting all Supply Solutions initiatives, whilst working closely with Sigma-Aldrich (SIAL) internal colleagues, including SAFC Inside Sales, SAFC Customer Compliance and Research Sales Teams. Initiatives include the evolving SAFC SS Service Offering (Manufacturing, Supply Chain, Analytical, Sourcing, Packaging, Quality Assurance). The target markets include Manufacturing Customers within the Pharmaceuticals Raw Materials, Diagnostics and Niche Fine Chemical sectors (such as Plastics, Glass, Pigments and Dyes). The Sales Specialist will have an good knowledge of the UK Chemical and Biochemical Manufacturing base together with a strong technical sales expertise.

ESSENTIAL JOB FUNCTIONS (key accountabilities)

1. **Understand the evolving Supply Solutions offering**, recognizing the breadth of product portfolio (greater than 100,000 products) and the developing service offering
2. **Generate and implement effective territory plans** in order to maximise customer facing opportunities.
3. **Successfully bring the SAFC SS offer to the market** – Implement the SAFC SS global sales and marketing plan within the territory by planning and executing customer (existing and potential) sales visits to promote the SIAL products and services (existing and potential), and to provide a follow up service including marketing literature, samples etc.
4. **SAFC SS Sales.** Achieve the budgeted SAFC SS sales within the territory, focusing on closing on top opportunities to deliver sales at key milestones.
5. **SIAL Managed Accounts Sales.** Work with SIAL colleagues, promoting the broader SIAL products / services offering to the managed accounts within the territory (both Manufacturing and Research) and achieving the cumulative budgeted sales by Business Unit for these selected cross business unit accounts.
6. **Reporting** Analyse sales on a monthly basis, noting reasons for business deviations, together with corrective action being taken and results thereof.
7. **Budgeting** Support the BU Manager in the preparation of sales budgets / targets.
8. **Team- working** Play an active part in the SIAL UK Sales Team. Contribute to the strategy and the tactics to deliver on sales targets (to achieve personal targets and support the wider teams (such as Global account management)).
9. **Other Tasks**
 Maintain appropriate records.
 Understand market and competitor activity through customer interaction and other applicable sources.

BASIC QUALIFICATIONS

Note: This job description reflects management's assignment of essential functions and position responsibilities. This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position and nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

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Essential: Scientific degree (chemistry, biochemistry, life sciences)

Desirable: Higher Degree in Business (such as MBA / DipM)

Experience/key achievements

- Commercial experience in the relevant market sectors .
- Proficient in the use of industry software (such as Word, Excel, PowerPoint, Lotus Notes) and the Internet
- Ability to seek and recognise sales opportunities.
- Good time management skills
- Self-motivated and self-starter but with the ability to work as a team member within the company and to communicate well with colleagues at all levels.
- Ability to demonstrate a professional attitude to sensitive matters in front of customers (such as confidentiality).

Skills/Knowledge

Critical: Verbal and written communication skills at a professional level.

Essential: *Familiarisation of PC and software applications, eg word processing, spreadsheet, email, internet.*

Strong organisational, time and territory management skills. Strong presentation skills appropriate to deliver technical and commercial sales-related presentations to customer base. Ability to interact and sell products directly to research scientists, utilising products in the focus areas of Functional and Custom Genomics, Proteomics, Protein Expression and Molecular Biology. Ability to map and plan activities including devising and executing business plans relating to this.

ADDITIONAL LOCAL NEEDS:

Environmental conditions: Able to visit customers on a planned and exceptional basis that may require working extended hours and will require being away from place of residence overnight for the duration of the visits.

Physical requirements: Ability to drive a car

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