

Employee Name			
Job Title	Sales Engineer – Fire & Security		
Line Manager	Business Development Manager – Fire & Security		
Supervising	N/A		
Document Number	JD205	Revision Date	01/02/2022
Based	Field based		

Job Purpose Summary

The Sales Engineer will sell equipment and services and promote Integrated Fire Safety & Security services, in accordance with the business stream plan and as directed by the Business Development Manager to meet the agreed performance targets in a manner consistent with good HSEQ practices.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Develop the network of customers primarily via customer visits
- Work closely with the service and project teams to ensure extra works are quoted accurately and promptly
- Maintaining and developing relationships and business with existing account holders
- Presenting and developing the sales of equipment and services in:
 - The Fire & Security Department
 - The complete range of Nucore products and services
- Acting as a client interface with regards to delivering a high level of customer care and a quality service commensurate with our accreditations
- Advising administration staff in the preparation of bids, tenders and support documentation relating to commercial opportunities in the market and assisting in these when required
- Securing business growth with sustainable, profitable business aligned with Company growth strategy and performance parameters
- Plan customer visits in an efficient and organised manner aligned with sales plan objectives
- Assisting in field surveys, review of drawings, QS schedules and application of technical standards ensuring our bid proposals are compliant with customers’ needs and mandatory requirements
- Provide field reports in a timely manner
- Ensure that records are completed and comprehensive
- Liaison with contract co-ordination staff
- Implement sales plans aligned with areas of business responsibility
- Participate in company competence and performance management procedures
- Secure new business from “cold calling”

NB – Due to the nature of work carried out within the Fire & Security division, the successful applicant will be required to undergo background and criminal record checks.

HSEQ Responsibilities

- Comply with Nucore Group’s HSEQ policies and procedures and ensure working practices are safe, always protecting the environment and Company reputation.
- Intervene, where possible, to prevent unsafe acts or conditions including stopping work where necessary. Restarting when it is safe to do so.
- Report any accidents, incidents or near misses and unsafe conditions, behaviours or acts to line management, or by using the Nucore Group observation card system.
- Ensure all personnel under your direct charge are suitably trained and competent to carry out the prescribed tasks and have read and understood RAMS issued to them, prior to starting work.
- Adhere to the controls described in risk assessments, RAMS and COSHH assessments, and highlight any shortcomings in the existing controls to line management.
- Visually inspect and check tools, equipment and plant which has been issued to you before use and report any deficiencies to line management.
- Correctly use PPE which you have been issued and inform line management when it is worn or damaged.
- Complete mandatory training as identified on the Nucore Group training matrix.
- On request, actively participate in audits and inspections.
- Actively contribute and work towards HSEQ goals, objectives, targets and initiatives
- Comply with client site safety requirements
- Ensure all waste handled is disposed of in a suitable manner

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<u>Education, Training, Qualifications:</u>			
Clean driving licence	✓		DC
FIA Units 1,2 & 3		✓	DC
<u>Experience:</u>			
Previous experience in the Fire & Security industry	✓		CV/Int
Previous experience in a sales/business development role		✓	CV/Int
<u>Skills and Knowledge:</u>			
Computer literate	✓		PR

KEY:

CV = Application Form/CV
 JB = Job Records
 Int = Interview

Med = Medical Questionnaire
 DC = Documentary Evidence (E.g., Certificates)
 PR = Performance Review

The Person

You must be a highly organised, self-motivated analytical person, who is able to work independently and as part of a team. You will develop productive relationships both internally and externally in order to achieve goals and objectives. You will have the ability to work under pressure and will thrive on working to deadlines and supporting clients. You will have excellent communication skills. Attention to detail is pivotal to ensuring customer responses are co-ordinated effectively and responded to on time. You must be flexible and adaptable to support with all department tasks and facilitate team workload as required.

This role may suit an experienced engineer looking to make the move off the tools into a sales role. Full training and skills development shall be provided from a team of very experienced industry professionals looking to share their expertise.

Signed by Employee		Signed by Line Manager	
Date		Date	