

JOB DESCRIPTION

Gate Automation Sales Account Manager

Fortus is Europe's fastest growing Security & Fire Distributor, trading across the UK & Ireland within key industry verticals of CCTV, Intruder, Access, and Fire products. We have a 14-branch network across UK & Ireland and are the only distribution Company in the sector to offer a complete "end-to-end" security solution including **RE:SURE** CCTV monitoring. In 2022, **SSP** - Suppliers of high-quality Access Control and Gate Automation products - became part of the **Fortus Group**.

The successful applicant will be part of busy SSP Gate Automation Team providing sales support, and customer service to our customers. Reporting directly to the Head of Gate Automation, the job is a varied role and requires the successful candidate to be versatile and motivated, with a can-do attitude.

Responsibilities

- Handling of telephone and email enquiries, liaising with customers and providing sales advice on products and pricing, preparing proforma invoices or quotations as appropriate, taking and processing sales orders
- Placing purchase orders with our suppliers, negotiating prices as necessary, to fulfil orders received for non-stock or replacement of stock items
- Providing technical back up including providing technical advice to customers
- Making outgoing telephone calls to both potential and existing customers to identify potential sales opportunities and identifying these to the Head of Gate Automation as appropriate.
- Supporting the Head of Gate Automation in providing an excellent standard of service to customers, including making appointments for visits both to our showroom and to customer sites, providing progress information regarding outstanding orders, and chasing suppliers for deliveries.
- Updating our CRM database regarding all sales, quotation or purchase related information
- Managing a list of existing customers through an agreed client management process, reporting on progress made as and when required
- Managing a list of Quotes provided to customers, progressing quotes to order where possible and providing a report on progress made as and when requested
- Promoting our business in line with the marketing calendar and identify new business opportunities with both existing and new customers
- Any other sales or administrative duties as directed by the Head of Gate Automation.

Skills

- Good knowledge and competency of Microsoft Products including Outlook, Word, and Excel
- Previous experience of a CRM system advantageous
- Good standard of English, both written and spoken with good communication skills
- Good attention to detail
- Well organised, able to prioritise work and ability to work unsupervised and under pressure

- Some technical/engineering experience an advantage but not essential. May suit an existing engineer/technical resource looking for an office based role
- Ability and willingness to learn the product range
- Hard working with a positive and friendly attitude

What we can offer you:

It's an exciting time to join as we have big plans, you will work Monday to Friday, 08.30am to 5.00pm

- Competitive Salary dependent on experience
- 20 days annual leave plus bank holidays increasing to 25 days with length of service + Bank Holidays
- Contributory pension scheme

No Agencies Please - We thank you for your interest in working with Fortus Group, however, we will not pay fees or acknowledge any CV's supplied to Fortus Group unless you have been briefed on the role by our HR Team