



## Job Description

<b>Position:</b>	Commercial Sales Administrator	<b>Job Holder:</b>	
<b>Reports To: (Position)</b>	Sales Director/ BDM	<b>Location:</b>	Aberdeen, UK
<b>Prepared By:</b>	M Adam M Scott	<b>Date:</b>	03/12/18

### Overall Purpose of the Job:

Interface with client facing personnel, prepare all client quotations, assist with large tender bids, be the custodian of the Unity price list for sales and rental, liase with Operations department internally

### Principal Accountabilities:

1.	Prepare quotations
2.	Maintain List Price book for sales and rental
3.	Maintain repository of all quotes and log in quote database
4.	Assist procurement in product purchasing as needed and the development of fixed price supplier agreements
5.	Raising of purchase orders
6.	Alert relevant internal personnel of any potential client PO issues
7.	Liase with Unity client Managers to establish a third party hire in trend
8.	Help in sourcing third party rentals
9.	Process customer orders and expedite to meet customer requirements
10.	Co-ordinate design and engineering requirements to meet customer deadlines
11.	Responsibility for managing international travel documentation and visa applications
12.	Manage Import and export, liase with HMRC
13.	Maintain and develop marketing collateral
14.	Help in preparation of tenders, technical information and sales reports
15.	Adhere to company QHSE policies and procedures.

### Organisation:

<b>a) Immediate Supervisor(s)</b>	<b>Line:</b> <b>Function:</b>	Sales Director/BDM
<b>b) Other jobs reporting to the same supervisor:</b>		
<b>c) Direct Reports:</b>		

### Job Context and Main Activities:

All administrative functions related to customer services including the preparation and managing of client quotations  
 Developing and maintaining price lists, trends, margin analysis, client information. To assist in the preparation of tenders. To track customer spend and equipment trends, to co-ordinate Engineering and external manufacturing to meet client deadlines. Sourcing third party rentals, raising purchase orders.

### Financial Responsibilities and Approvals:

Track margins and provide analysis,



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<b>Relationships:</b> (Who are the job holder's most important contacts and for what purpose?)
Sales Director, BD manager, Commercial Director, Ops Manager, Office Manager, Engineering Manager to expedite orders to the client in a timely manner.

<b>Job Challenges:</b> (Identify the most complex or demanding aspects of the job)
Maintaining and providing client information, tracking equipment trends,

<b>Job Knowledge and Experience:</b> (Indicate only the essential background qualifications, education, skills and aptitudes, specialist training and experience necessary to perform the job competently)
Self-motivated and able to work on own initiative. Understanding of sales and rental culture. Excellent organisational skills, Basic technical awareness and commercially/financially astute although training/mentoring will be provided.

<b>Health and Safety:</b> <b>All Employees</b>
<p>The incumbent must:</p> <ul style="list-style-type: none"> <li>a) take reasonable care to prevent harm to themselves</li> <li>b) consider the potential for harm to others or the environment that may be caused by their acts or omissions</li> <li>c) work in accordance with information and training provided</li> <li>d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons</li> <li>e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay</li> <li>f) not undertake any task for which authorisation and/or training has not been given.</li> </ul> <p><b>Responsibilities of Managers and Supervisors</b></p> <p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> <li>a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures</li> <li>b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment</li> <li>c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment</li> <li>d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity</li> <li>e) bringing to the prompt attention of senior management any HSE issue that requires their attention</li> <li>f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes</li> <li>g) actively participating in the HSE management system.</li> </ul>

<b>Job Description Agreed By:</b>			
<b>Job Holder</b>		<b>Date:</b>	
<b>Manager</b>		<b>Date:</b>	