

SmashAssist

Job Description

Position: Corporate Sales
Reporting to: Sales Manager

Job Precs:

We will know the job is being performed optimally when:
You consistently supply a minimum of 10 jobs per week to the workshop through our existing Clients. I.e. Noonans, Sci-Fleet, Byrne Ford, Norris Motors, Leo Muller, Network and Orix.
Your efforts are ensuring our Corporate Client Base is growing and we receive regular work from all Clients.
You are pro-active in ensuring there is effective communication between Clients, Sales and Production.

Standard Tasks

All staff are expected to embrace and participate in the following tasks and responsibilities:

1. Participate and contribute in all appropriate meetings
2. Maintain Clean Workspace Policy
3. Carry out your tasks in line with the Company's Workplace Health & Safety and Quality Assurance Policies, Procedures and Programs
4. Treat all staff members with respect
5. Contribute to creating a positive work environment for all staff and visitors
6. Observe and obey security procedures
7. Maintain uniform and wear in accordance with Company Policy
8. Perform non-core tasks as directed by your supervisor from time-to-time
9. Treat client's vehicles and belongings with respect at all times
10. Be punctual
11. Respect all company property and equipment

Specific Tasks

The following tasks are specifically related to your role and you are expected to carry these out in accordance with the Company's Policies & Procedures.

1. As per Corporate Sales – Action Checklist
2. Carry out your duties at all times bearing in mind the impact of your actions on the long term benefit and viability of SmashCare

Personal Attributes:

A. Personal

Excellent knowledge of preparation, repair & refinish techniques.
Good written and verbal communication skill at all levels.
Positive and proactive attitude reflected by proven leadership.

B. Formal

Trade Certificate - Repair.

C. Preferred

Trade Certificate – Refinish.

Conflict/Resolution Training

We expect you to embrace a personal philosophy of continual improvement.

Review and Appraisal

Your appraisal will be conducted half yearly with the Sales Manager.

General Comments

The position is full-time. The salary package is fixed for 12 months with a full remuneration review to be conducted annually.