

G . F SMITH

1885 ONWARDS

G . F Smith Job Description – Roles and Responsibilities	
POSITION TITLE:	Graduate International Paper Consultant
DEPARTMENT:	Sales
REPORTS TO:	International Sales Manager/European Sales Manager (Export Manager whilst in the Hull office)

PURPOSE OF THE POSITION:
To actively promote G . F Smith products and services in China/Asia, initially from the International Sales desk by telephone and e mail, but once established also through regular international travel and face to face meetings and promotional work with existing and new clients in the creative sector.

KEY ROLE RESPONSIBILITIES OF THE POSITION:
<ol style="list-style-type: none"> 1. To work as part of the International Sales Team endeavouring to delight our customers. 2. When office based, to handle incoming e mail, fax and telephone enquiries in a professional manner at all times. 3. To help to manage G . F Smith's export customers and accounts. 4. To deal with orders received via mainly e mail, but also fax and telephone, communicating with all parties throughout the process to despatch. 5. When field based, to manage a database of clients, visiting designers, brand owners, universities, printers and distribution partners to promote G . F Smith. 6. To work closely with clients in Asia to understand needs, utilising all available resources to demonstrate how G . F Smith products can enhance and add value to projects. 7. To continually seek, investigate and develop new business opportunities, looking to convert new G . F Smith specifications within Asia. 8. To develop and enhance G . F Smith presence in Asia, playing an active part in the design/print community by attending and participating in events as required. 9. To achieve Key Performance Indicators (KPIs) as set out and agreed with the International Sales Manager, preparing work plans and reporting on progress as directed. 10. To play an active role as part of the national and international sales team, supporting internal and external colleagues. 11. To undertake any other duties within the remit of the role as requested by relevant managers and directors.
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