

## G . F Smith Job Description – Roles and Responsibilities

POSITION TITLE:	International Paper Consultant
DEPARTMENT:	International Sales
REPORTS TO:	Director of Sales - International
LOCATION:	London (50% of international travel time required)

### PURPOSE OF THE POSITION:

As an international Account Executive & Paper Consultant you will work closely with the Director of Sales and the International Sales team to achieve the international sales and service plan. You will manage distributor partner accounts and carry out product/sales training, organise marketing support, be present at local events and work with the partners to achieve their goals. You will also develop an international database of designers, brand owners and key converters/printers and introduce them to, and inspire them with, G . F Smith products and values.

### KEY ROLE RESPONSIBILITIES OF THE POSITION:

1. To manage specific international distribution partners (stockists & distributors) & drive international sales forward.
2. To develop long term relationships with the distributor partners and support them with marketing support, local events and execute product/sales training.
3. To support the local partner developing existing sales with key accounts and to generate new business through new leads.
4. To ensure that our distribution partners are respecting our brand guidelines.
5. To establish and manage a database of clients, visiting designers, brand owners, universities, and printers to promote G . F Smith.
6. To continually seek, investigate and develop new business opportunities, looking to convert new G . F Smith specifications around the globe.
7. To develop and enhance G . F Smith presence in the markets, playing an active part in the design/print community by attending and participating in events when required.
8. To travel outside the responsible markets when required.
9. To follow up sample request generated by our website or social accounts & work hand in hand with the Hull Sales office.
10. To work closely with the Director of International Sales.
11. To achieve Key Performance Indicators (KPIs) as set out and agreed with the Director of International Sales, preparing work plans and reporting on progress as directed.
12. **To uphold and deliver the company values and represent the company with passion and pride as a company ambassador.**
13. To undertake any other duties within the remit of the role as requested by relevant managers and directors.