

## **Job Description**

We are looking for an ambitious and energetic Trainee Business Development and Technical Manager. Based in our Glasgow office, working closely with and reporting directly to our BD & T Director, you will already have a technical sales skill set built in manufacturing and/or merchandising and be willing to learn quickly on the job. Your goal will be to drive sustainable financial growth through boosting sales and forging strong relationships with clients.

You will be capable in Microsoft Outlook, Word, Excel, PowerPoint, etc. and have the necessary logical, creative, numerate and analytical mindset with mechanical, chemical and physics basics. Be keen to learn new skills and be committed to continuous personal development.

Qualified to HND level in a recognised engineering-based subject is a pre-requisite of the role.

You will be highly organised in both time management and general planning, meticulous in record keeping and be capable of working in a small team but equally comfortable working without support.

### **Roles and responsibilities will include but may not be limited to:-**

Identifying and developing new opportunities.

Engaging with existing customers to develop new business opportunities.

Expanding the company profile within existing and new markets.

Driving marketing, social media and website campaigns.

Market analysis and strategy building to ensure the business and its products are in the prime position to capitalise on future changes.

Building relationships with customers and suppliers.

Researching potential suppliers to allow more competitive costings for core products.

Evaluating existing partnerships and sales efforts with focus on emphasising what works and changing what doesn't.

Technical drawing interpretation and basic creation thereof.

Working with designers to ensure correct specification of gaskets and bolt grade to suit applications.

Analysis of enquiries, drawings and material types that are not our core business.

Creating opportunities through technical support to have our materials/gaskets specified.

Developing a knowledge of adhesives and adhesive tapes that complement our core products.

Technical sealing solutions development and product development.

Sealing problem solving.

The preparation and submission of quotations to customers ensuring the quotation meets the technical requirement of the enquiry.

Training Development both internally and externally with our training partners.

### **Hours and Location**

Based in our Glasgow office but from time to time you may be required to work at such other location or locations as the Employer may direct having regard to the best interests of the business.

Monday - Friday

9:00 AM to 5PM

Salary

Competitive