



PERSON SPECIFICATION

Job title: Field Sales Representative
Location: Diss
Job ref no: LB025

	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Qualifications and/or education level attained	<ul style="list-style-type: none">• Able to demonstrate competence in written English, English spelling, presentation of written work, maths and keyboard skills.• A valid UK driving licence.	
Experience	Experience of selling to commercial customers.	
Knowledge	<ul style="list-style-type: none">• Must demonstrate both telephone and face-to face communication skills.• Understanding of the importance of internal and external customer care.• Must demonstrate and understanding of the importance of advertising to a business.• Ability to demonstrate and understanding of the importance of team working• Must demonstrate an understanding of the importance of self-motivation and initiative• Must be able to make appropriate decisions and prioritise under pressure whilst remaining calm and professional	
Work related attributes and competencies	<p>The main competencies required are:</p> <ul style="list-style-type: none">• Communication and negotiating/influencing• Drive and energy• Solving problems and judgement• Decisiveness• Approach to change• Planning & organising• Team working• Customer focussed thinking• Being entrepreneurial & developing the business• Integrity• Learning & development	