



## **Commercial Manager Job description:**

### **TE Laboratories Ltd (TelLab)**

#### **Overview**

As Commercial Manager, you will be reporting to the Directors and will have full responsibility for managing the Sales function including NPD and the purchasing system.

#### **Responsibilities:**

- Key Account Management implementing structures and development of accounts.
- Liaising with the Production and Warehouse departments in relation to sales orders to ensure Sales Orders are meeting customers' expectations.
- Managing NPD within the Company, scheduling and co-ordination of meetings, and managing the marketing and sales of those products.
- Representing the Sales Department in Innovation meetings.
- Dealing with our Export Sales, maintaining existing accounts and developing new business opportunities.
- Supervision of and directing the Sales team.
- Primary responsibility for providing Sales and revenue growth.
- Updating of Salesforce CRM, Preparing Quotations and Tenders.
- Dealing with Customer Complaints.
- Trouble shooting any problems and queries internally between Production, Warehouse and Sales office.
- Reviewing Sales history and forecasts to ensure we are managing Sales as efficiently as possible.
- Attending monthly and weekly management meetings and reporting on Sales Department growth and upcoming objectives.
- Managing the purchasing system within the company.