

# JOB DESCRIPTION

**JOB TITLE:** Specification Executive – GPG EMEAA

**RESPONSIBLE TO:** Specification Sales Manager

## Overview:

Fortune Brands Global Plumbing Group's vision is to inspire people by designing beautiful experiences with water. Our aim is to grow brands and markets by building powerful consumer propositions, execute with excellence and develop industry-leading talent in a diverse and winning culture.

We operate three iconic UK brands in the luxury homewares sector; Perrin & Rowe, Victoria and Albert and Shaws. All three are world-renowned for their unrivalled quality, luxurious designs and truly unique manufacturing methods. Our commitment to the core principles of each brand resonates with architects and designers alike, resulting in specifications for some of the worlds' most luxurious and aspirational hotels, resorts, and private residences.

A unique and exciting opportunity has arisen to join our UK specification team. The successful candidate will be joining a sales team with a proven track record of driving growth and securing some truly magnificent projects. We are performance driven with a culture built on transparency, commitment, support, partnership and teamwork.

At GPG UK we truly believe that the key to success is through the development of our people, helping them to achieve their full potential. We ***“do what's right, work together and get results”***



**MAIN DUTIES AND RESPONSIBILITIES:**

1. Develop new and current customer relationships in the A&D industry, as well as key influencers within the specification channel.
2. Build database and identify key targets within designated sectors e.g. Hospitality, Residential, Commercial as well as and key contractors within them.
3. Generate new project sales, supporting Specification Managers & preparing and pitching where relevant to prospective customers.
4. Manage & support on-going projects to maximise conversion to sales orders
5. Build close relationships with existing clients to help retain specifications generated and switch competitor specs where possible.
6. Obtain new orders while overseeing the progress of current/ongoing orders.
7. Prepare quotations, specifications and project proposals.
8. Maintain and develop accuracy of CRM database, capturing customer and project information as agreed with Specification managers.
9. Work to agreed sales targets, providing monthly updates on performance and projections.
10. Work closely with all internal departments to achieve project deadlines and provide a high level of responsiveness to customers.
11. Contribute ideas for sales and marketing materials/initiatives/new products and ensure these are communicated effectively to customers.
12. Identify and attend key industry events/exhibitions/networking forums; evaluating their success and following up on relevant opportunities

**General:**

1. Attend sales and marketing meetings as requested.
2. Maintain a high level of customer service at all times in all types of communication.
3. Maintain a clean, safe working environment, be responsible for good housekeeping and ensure compliance with Health and Safety standards.
4. Maintain good communications and relationships throughout the company.
5. Ensure compliance with company procedures.

**KEY RESULT AREAS:**

1. Specification sales performance
2. Customer satisfaction
3. Market and customer development

**PERSON SPECIFICATION (QUALIFICATIONS, KNOWLEDGE, EXPERIENCE, SKILLS):**

- Ideally educated to degree level
- Excellent communication and organisational skills
- Strong project management capability
- Confident relationship builder, able to deal with diverse customer types
- Highly motivated individual with enthusiasm, initiative and positivity
- Experience of working in specification market preferred
- Previous experience with Bath/Kitchen Industry an advantage
- IT literate with experience of using Microsoft Office suite
- Committed to the company's core values and team ethos