

## **Office Furniture Sales Manager – newly created opportunity**

Capital Document Solutions has a new, exciting opportunity for an Office Furniture Sales Manager based in Edinburgh and serving the Central Belt.

### **Purpose of the role**

Owing to the success of our Inverness branch in selling office furniture throughout the Highlands and Islands, we now wish to expand this division of our business by generating furniture sales from our Edinburgh HQ.

As Scotland's largest independent supplier of office equipment and managed print services, we already have strong relationships established in a directly related business field with an extensive client base across both the public and private sectors. This means that we are ideally placed to support a specialist with a proven track record who is looking for a new exciting opportunity and challenge.

As this is a newly created position, you will have the scope to develop the role as far as you are able to take it. It will appeal to a disciplined self-starter who already has excellent knowledge of the office furniture industry and a clear view of how to generate new sales through office furniture solutions. You will add value to your sales ability through your experience in space planning and by fully understanding your clients' objectives to be able to guide them towards the right solution for their working environment.

You will also have the benefit of selling market leading products from our suppliers, one of whom is The Senator Group, the largest British manufacturer of quality furniture for corporate, office, public sector, hospitality & retail.

We practice what we preach and are currently part of the way through a complete refurbishment programme of our own offices, with furniture being provided throughout by Senator and Sven Chistiansen. Our Inverness office refurbishment is already complete and work in our Edinburgh HQ office is underway. Our own working environment will therefore act as an ideal showcase for the design and practicality of the main product lines that you will be selling.

### **Main responsibilities**

You will be responsible for generating sales opportunities, both through new prospects and by developing cross-selling opportunities through building relationships with our Commercial and Corporate Account Managers and their clients. You will be expected to produce an overall marketing and sales plan that profiles an agreed number of our existing accounts and targets new prospects, while producing timely and accurate sales forecasts on a weekly and monthly basis.

This is a field based role and ideally you will live in the Central Belt area as you will work principally from our Edinburgh and Glasgow offices, with your base in Edinburgh. You will be expected to travel regularly to our Inverness branch, particularly in the early months of the job, to spend time with our experienced specialist there. Ultimately you will also be able to work with our Aberdeen sales team to assess opportunities there.

### **Ideal skills and Competencies**

- You are likely to have to have at least 2-3 years' experience as a furniture/ office interiors specialist with a demonstrably successful track record
- You will have extensive knowledge of the main competitors and their products.
- Of equal importance is an understanding and experience of working with major corporate and SME accounts.
- To be able to achieve and exceed profit and revenue targets, the key personal attributes we seek are tenacity and an aptitude for developing new business in both existing and new accounts.
- You will be IT literate and disciplined in planning and recording your weekly and monthly activities, producing your sales plan and accurately forecasting your results.
- You will have experience in space planning, ideally, but not essentially, using design software or Visio, to be able to help your customers visualise their requests.
- You will be knowledgeable about essential health and safety requirements in space planning and take these into account when assessing your clients' premises and requests.
- You will have a proactive, friendly and confident approach and the ability to lead customers through planning to final decision making.
- Attitude is as important as the experience your bring – you will need to be dedicated, reliable, hardworking and resilient, positive and adept, more used to providing solutions than problems.

### **Benefits/ Conditions**

- Based in our Edinburgh/ Glasgow HQ office with travel to our other branches
- Salary dependent on skills and experience
- Commission plan
- Car allowance/ company car and fuel card
- Working hours: Monday to Friday 8.30am to 5.00pm
- 23 days annual holiday plus 8 public days, with an extra 2 days after 2 years' service
- Auto enrolment into the company pension scheme after 3 months
- Staff Parking
- ISO 9001 (Quality) and ISO 14001(Environment) accredited Company

### **The Company**

Capital Document Solutions is Scotland's largest independent supplier of copier/ printers/ scanner devices and software document solutions, with over 200 employees working from our Aberdeen, Edinburgh, Glasgow, Inverness and Dundee branches.

As digital technology has developed, our products have expanded to provide our clients with the best equipment and software to manage their digital and print requirements. As well as our experienced team of locally based engineers, we also offer additional client support through our Audit, Professional Services and Customer Training Teams. We are a leader in our field and also one of only 6 approved Scottish Procurement suppliers, with a range of electronic document solutions that produce, manage and distribute documents cost effectively for both the private and public sectors. Our reputation in the industry is second to none, and has been built upon by our highly trained staff, who are employed locally to best serve our clients' requirements. Capital has grown significantly since being established in 1979 and acquired Highland Office Equipment in Inverness in 2013.

**To apply**

If you are ready to take up an exciting new challenge with the benefit of Scotland's leading independent office equipment supplier behind you, please send your CV and a covering letter to:

**Beverley Burness**

[bburness@capital-solutions.co.uk](mailto:bburness@capital-solutions.co.uk)