



## **New Business-to-Business Sales Opportunity – Digital Office Equipment**

**Location: Inverness and Highlands Region**

### **Looking to start a career in sales? Interested in digital technology?**

#### **The role**

Owing to our continued expansion, we have an exciting opportunity for someone who is looking to start a career in B2B sales. You will have the benefit of joining the Highlands' largest independent supplier of the market's top ranked hardware and software brands in office equipment, managed print services and document solutions.

The role is based in our Inverness office, with your future sales territory concentrated in and around the Highland region. You should already possess a clean driving licence and be living locally.

#### **Your skills and competencies**

Attitude is as important as the skills you bring to this role. You do not need to have previous sales experience, although you will have a good understanding of what sets a sales role apart, perhaps gained from retail experience. More importantly, we are looking for a likeable individual who has obvious drive, ambition and resilience. An ability to build relationships with prospects and colleagues will be key to your success, fostered by personal integrity and follow through.

Ideally, you will already be proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint), tools that will help you to project professionalism when presenting or writing sales proposals, and managing follow through effectively and efficiently. You should also be able to demonstrate a disciplined and organised approach to your work.

#### **Our training**

We will provide ongoing sales training and support prior to allocating your territory, taking you through the benefits of our market-leading products and the added value that differentiates our services. You will also accompany experienced staff in the field.

Our parent company, Capital Document Solutions, is the leading independent office equipment supplier in Scotland for both the commercial and public sectors, and to broaden your knowledge, you are likely to spend a part of your induction programme in our Edinburgh, Glasgow or Aberdeen branches with our various specialists. This could be either at demonstrations in our superb local showrooms, or by accompanying them on client or prospective client visits.

You will also benefit from product and sales training carried out by our top-ranked hardware manufacturers to be able to tailor your future propositions to respond directly to your clients' needs.

#### **Progression**

Once your product knowledge is at a sufficient level, you will research prospects in your area, arrange sales appointments, plan new business calls and area visits, follow up networking opportunities and play a part in presentations and sales proposals, all with the purpose of preparing you to take over your own account base and territory.

### **Our reputation**

Our highly experienced sales, support and service teams have successfully built HOE's and Capital's reputation upon excellent customer service and attention to detail, delivering print and document solutions that are tailored to the specific business needs of our clients. Our structured approach to document production, which assesses, optimises and manages device and page output, enables us to put forward the best solutions to offer greater efficiency, cost control and security, and, at the same time, help our clients to reduce their impact on the environment.

### **Employee benefits**

- Bonus for any sales contribution you make while in training then commission based on profit targets achieved.
- Once your initial training is complete, envisaged as being 4-6 months into the role, you will qualify for a car allowance or company car plus a company fuel card.
- 33 days holiday per annum, including Public Holidays, rising to 36 days after 2 years and 38 days after 5 years.
- Main working hours: Monday to Friday 8.30am to 5.00pm, with travel to clients / other branches occasionally outside these hours.
- Auto enrolment into the company into the company pension scheme after 3 months.
- Personal minimum pension contribution of 3%, matched by company contribution of 3%.
- Employee Assistance Programme.
- Cycle to work scheme.
- ISO 9001 (Quality), ISO 14001(Environment) ISO 27001 (Security) and Cyber Security accredited Company.

If you think you have the potential to excel in this role, please send your CV and a covering letter telling us why, and what you can bring us in return, to:

**Alex Main, Sales Director**

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