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## JOB DESCRIPTION: SALES SYSTEMS SPECIALIST

### 1. POSITION SUMMARY

JOB TITLE:	Sales Systems Specialist
EMPLOYMENT STATUS:	Permanent/
LINE MANAGER:	Head of Sales
LOCATION:	Shoreham-by-Sea
STANDARD WORKING HRS:	37.50 hours per week between 9:00am and 5:30pm, Monday to Friday inclusive
SALARY RANGE:	£DOE
HOLIDAY:	20 days per annum, rising to 25 days after 2 years' service,
BENEFITS:	Company pension scheme, health scheme (BUPA), life cover, EAP (Employee Assistance Programme)

Cox Powertrain are currently recruiting an Internal Sales System Specialist with strong ERP system experience within sales and operations, the candidate will work alongside the Sales team, liaising with production, logistics, aftermarket, and the finance departments in a multi-discipline role.

### 2. JOB FUNCTION & RESPONSIBILITIES

#### 2.1. KEY RESPONSIBILITIES

- You will be part of the IT Power Users Team driving improvements and change through the business with prime responsibility for the Sales solutions
- Collaborate with Senior Managers across various departments to take ownership and responsibility of the Sales solution, data, reporting and processes
- Balance client requirements with company production
- Issue weekly reports on performance against plan and review with procurement, production, and sales

### 3. STANDARDS

#### 3.1. BEHAVIORAL STANDARDS

- Exceptional level of attention to detail
- The ability to be flexible and adaptable to a changing environment consistent with an international fast-growing company
- A positive attitude to your own work
- The ability to help others with theirs is essential, as you balance the requirements of the company and the customer

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#### **4. SKILLS AND EXPERIENCE**

- Strong analytical skills and reporting expertise
- A good mix of technical and commercial acumen
- Proven ability to multi-task and work with dispersed teams
- Excellent IT Skills
- Excellent communication
- A good sense of humour and excellent inter-personal skills

##### **4.1. NECESSARY**

- Extensive ERP, SLM and CRM experience (preferably Epicor and Sales Force)
- IT power user with ability to perform advanced computing functions.
- Report writing with knowledge of database structures.
- As part of this team you must also have good knowledge and understanding of the full business process, specifically how supply chain and operations meet demand.
- experience in optimising processes and procedures

##### **4.2. ADVANTAGEOUS**

- Ideally have worked within a project team to implement an ERP and/or CRM system, in a fast-paced environment.

#### **About Cox Powertrain**

Cox Powertrain is a privately owned engineering company based in Shoreham by Sea. Cox have spent the past decade developing a ground-breaking new engine, supported by £90m of private investment, for marine industry which is disrupting the global marine market. Cox Powertrain have over 120 permanent employees, with strong connections with the automotive industry.