



## Job Specification

**For: Sales/Project Director**

Ref: VR/01384

### Job Description

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Wandsworth, London

£50,000.00-£70,000.00 OTE per year + possible equity in due course

Pension and Company Car

The company is a high-end residential contractor specialising in house refurbishments in SW London. We are seeking someone to help run an off-shoot business utilising a large number of established contacts and broadening the services that we offer to many of our clients and their contacts.

This new role will liaise with suppliers and installers and generate new leads through the use of technology, networking and utilisation of existing relationships. Marketing and the use of social media will be key. This is also an opportunity to be heavily involved in the set up and for the right person, the eventual running of this exciting new business as it grows rapidly over the next 18 months.

The ideal candidate will have some commercial experience, ideally in a sales capacity, but dynamism and a thirst to learn is as important, with demonstrable leadership skills and an ability to manage teams effectively while ensuring project goals are met within specified timelines. This role is project focussed and involves sales, project management, overseeing of teams, liaising with suppliers, marketing, pricing, invoicing and budgeting. You need to be dynamic and motivated, with good interpersonal skills and willing to work hard to secure sales and provide a high-quality service throughout the process and be prepared to assist in growing the business.

### Duties

- Manage the current projects through to completion, managing various parties in the process.
- Assist in the creation of marketing material including digital marketing, social media, traditional marketing information and brand promotions.
- Develop relationships with suppliers and on-site teams.
- Selling to new clients and establishing new relationships with contractors, specifiers and architects.
- Lead on the pricing of projects and setting budgets as well as monitoring and controlling overheads and expenditure to maximise profits. Creating and

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reviewing of processes and procedures to ensure the smooth running of the business.

- Expanding the team as the business grows and managing the team in setting direction and goals and monitoring the achievement of those.

## **Skills**

- A good team player with demonstrable project management and possibly some sales experience and good all round management experience and strong management potential.
- Good interpersonal skills and a good communicator.
- IT literate with good Excel experience
- Some experience/exposure/knowledge of social media
- Motivated and keen to work hard to assist in the creation of an exciting new business.
- Clean driving license

A cover letter is also required expanding on what you can offer this role.

Compiled by : **Fiona Louch**  
Compiled on : **07/03/25**

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