



WHO WE ARE

Alba Trees, founded in 1988, is a tree nursery based in Gladsmuir, East Lothian with over 100 employees. We have three nursery sites covering a total of 25 hectares, producing over 30 million trees a year. The majority of trees sold are used to establish native woodlands and productive forests throughout the UK using a cell-grown system to ensure superior establishment.

The UK has plans to significantly increase tree planting over the next 20 years to help meet climate change obligations and to allow the UK to become self-sufficient in timber. Alba has been expanding production and investing in the business to help meet that future demand.

Alba was recently acquired by Cibus, a leading global Agrifood-Tech fund investing in sustainable agriculture and food production across the globe and most recently into the forestry sector. Their core mission is to improve output whilst reducing the impact on the planet by means of innovative new technology. This development will allow for increased investment in and swifter development of Alba's business.

For more information about us, and what we do, look at our website here:

www.albatrees.co.uk

THE ROLE

Role title	Sales Executive	Perm/temp	Permanent
Location	Gladsmuir, East Lothian	Hours per week	37.5
Start date	ASAP	Manager's role	Sales Manager

As Sales Executive you will play a key role within the Sales Team, both maximising the trading opportunities with existing customers and identifying additional customers and business through specific channels. Our business is based on building positive long-term relationships with our customers and that will be a key focus – involving both regular phone and email contact but also potential site visits or hosting customer visits at Alba.

Working in a fast-paced environment this role presents an opportunity for a highly rewarding career in a thriving company.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.



Salary & benefits

Salary range (dependent on experience)*	£32,000 – £40,000
Annual leave (inclusive of public and statutory holidays)*	30
Life assurance	2.5 x Salary
Bonus	Annual Bonus Potential

THE PERSON

We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

Essential skills	Personal traits & behaviours
Experience within a Sales team, managing customer accounts	A can-do, positive attitude with a willingness to provide support and assistance to colleagues
Confident to engage potential new customers	High level of accuracy and attention to detail
Understanding of profit margins and ability to calculate additional charges, focus on add-on sales	Ability to prioritise and manage time effectively to meet deadlines
Enthusiasm for the environment, nature and appreciation of trees, forests and horticulture	

We are looking for candidates who have the following experience:

Experience	
Business to Customer Sales	Business to Business Sales
Working with the Charity sector	Selling a diverse range of products to an extensive customer base.



ROLE SPECIFICS

On a day-to-day basis, the Sales Executive will focus on the following:

Sales Enquiries

- Monitor incoming sales enquiries via email and phone and respond/contact accordingly.
- Be lead contact for an allocated portion of Alba's existing customer base.
- Issue and follow up on quotes to new and existing customers, report on outcomes weekly to the Sales Manager.

Specific Business Focus

- Take responsibility for existing customers within the Landscaping & Amenity sector
- Engage with other key businesses within the Landscaping & Amenity sectors and drive additional sales.

- Take responsibility for existing customers within the 'Farms & Estates' category
- Engage with other potential customers within the 'Farms & Estates' category and promote Alba products and secure orders.
- Take ownership of existing Alba clients within the 'Local Authorities & Public Bodies' sector
- Monitor and respond to tender/contract opportunities within the 'Local Authorities & Public Bodies' sector

Relationship Management

- Be Alba's key point of contact for a designated portion of Alba's existing Wholesale customer base
- Follow up and re-engage with inactive Alba customers
- Participate in various Industry events and shows where Alba participates.

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Alba Trees is a safe place to work and visit and report any concerns to a relevant manager
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

To apply for this exciting opportunity and join our dynamic team, please submit your CV and a cover letter detailing your qualifications and experiences to Margaret Allan at ma@albatrees.co.uk, by the 10th November 2023.