

## **Office Furniture – B2B Field Sales Opportunity**

### **Location: Inverness and Highlands**

Highland Office Equipment, part of Capital Document Solutions, has a new opportunity for an Office Furniture sales person based in Inverness and serving the Highland region.

This is an additional role for a sales person with a proven track record in this industry or we would consider a sales person from a different background who has the motivation and potential to succeed.

It will appeal to a disciplined self-starter who has knowledge of the local business community, and who may already have had some involvement in commercial furniture and space solutions, although this is not essential.

At HOE, as well as being the main independent digital office equipment supplier for the region, we have supplied office furniture solutions since 1974: everything from an off-the-shelf item to a large office redevelopment requiring a space planning service and bespoke furniture.

You will have the benefit of selling market leading products from respected suppliers, including Senator, the UK's largest manufacturer of quality *furniture* for corporate, office, public sector, hospitality & retail.

We are a company who practice what we preach - we have completely refurbished our Inverness offices and showroom throughout with the products we sell, providing an excellent showcase for clients to see our main furniture lines in a working environment.

Over and above, as part of Capital Document Solutions, Scotland's leading independent supplier of digital office equipment and managed print services, we have developed strong relationships throughout the Highland region, and the rest of Scotland, in this directly related field of business. The result is that we already have an extensive, client base across both the public and private sectors. This creates an ideal opportunity for you to develop cross-selling opportunities in conjunction with our Account Managers and their digital office equipment clients, as well as generating sales opportunities through new prospects.

You must have a good understanding of what sets a sales role apart. We are looking for an individual who has obvious drive, ambition and resilience, and who is instantly likeable. An ability to build relationships with clients, 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 aid your professionalism in presenting to clients. An interest in and practical eye for room layouts would be helpful. You should also be able to demonstrate a disciplined and organised approach in planning your work.

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

### **Employee Benefits**

- Competitive Salary dependent on experience, plus commission

- Company car or car allowance and fuel card
- Generous holidays of 33 days per annum, including Public Holidays, rising to 36 days after 2 years' service, and 38 days after 5 years' service
- Main working hours: Monday to Friday 8.30am to 5.00pm, with travel to clients/ other branches occasionally outside these hours

Attitude is as important as the skills that you bring to this role. We aim to grow our business through growing our people and our vision statement is: *to continuously strengthen our business and be proud of all that we are and do*. To be successful we will expect you to demonstrate personal values that match our company culture of integrity, responsibility, care and openness.

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

**Judith Adamson, People Manger**

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