

## Job Description

### Primary Information

<b>Job Title</b>	<b>Trainee Sales Representative</b>
<b>Division</b>	Commercial
<b>CRH Leadership Level</b>	Individual Contributor
<b>Location(s)</b>	United Kingdom
<b>Function</b>	
<b>Direct reports</b>	NA

### Position Overview

The Trainee Sales Representative role is designed to provide a structured and supportive entry point into the world of sales within the construction materials industry. You will play a key part in supporting Tarmac's Commercial team by learning how to manage customer relationships, generate sales opportunities, and contribute to the achievement of business targets. This role combines hands-on experience with formal training, offering a strong foundation for a long-term career in sales.

### Key Tasks and Responsibilities

As a Trainee Sales Representative, you will work across various aspects of the sales process, including customer engagement, quotation management, and account development. You'll collaborate with internal and external teams, attend customer meetings and trade events, and gain exposure to the full commercial lifecycle. The role includes completing a Level 4 Sales Executive apprenticeship and participating in Tarmac's Skills Development Programme to enhance your business acumen and professional network.

### Key Responsibilities

- Generate and price customer quotations using internal IT systems
- Follow up on enquiries to convert them into confirmed orders
- Resolve customer queries efficiently and professionally
- Build product knowledge and understand Tarmac's sales offering
- Review customer accounts to identify and pursue sales opportunities
- Work collaboratively with colleagues to deliver excellent customer service
- Represent Tarmac at customer meetings and industry events
- Demonstrate ownership and pride in your work, with a drive to succeed

### Training & Development

- Complete a Level 4 Sales Executive qualification through a structured apprenticeship programme
- Participate in Tarmac's Skills Development Programme, which includes business learning modules, core skills training, and networking opportunities with peers and senior leaders

### Key Characteristics

#### Skills & Attributes:

- Strong relationship-building and customer focus
- Self-motivated and results-driven
- Effective communicator and team player
- Willingness to learn and grow professionally

### Key Functional Competencies

We want our early careers programme joiners to be individuals who'll demonstrate -

- A drive to succeed - We **empower** our early careers joiners to bring the real 'you' to the workplace.
- Willingness to learn - We want you to **grow your own way**, within your day-to-day role, learning about the wider business and our industry.
- The ability to be agile - Demonstrating adaptability and having a **positive impact** within your teams.
- Excellent relationship building skills - **Better together!** You'll be someone who values the benefits of working within a team environment, and being part of a culture where you'll be encouraged to contribute

## Tarmac / CRH Behaviours

### Behaviours

<b>Shape our future</b>	<b>Customer Focus</b> - Building strong customer relationships and delivering customer-centric solutions. <b>Self-development</b> - Actively seeking new ways to grow and challenge using both formal and informal development channels.
<b>Drive our impact</b>	<b>Action Oriented</b> - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm. <b>Drives Value</b> - Consistently achieving results, even under tough circumstances. <b>Situational Adaptability</b> - Adapting approach and demeanour in real time to match the shifting demands of different situations.
<b>Inspire our people</b>	<b>Collaborates</b> - Building partnerships and working collaboratively with others to meet shared objectives. <b>Communicates Effectively</b> - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. <b>Fosters Inclusivity</b> - Recognises the value that different perspectives bring to an organisation. <b>Instils Trust</b> - Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### Education

- Five GCSEs (grades A-C / 9-4), including English and Maths
- Or a Level 3 qualification (A Levels, NVQ, BTEC, or Level 3 apprenticeship)

### Other

As a Higher Apprentice, you will also complete our Core Skills Development Programme. This two-year programme includes 8 modules designed to:

- Broaden your business knowledge.
- Strengthen your soft skills.
- Provide networking opportunities.
- Support your transition into a permanent role.