



## **Sales Assistant/Fieldsman Harrison and Hetherington Ltd**

**Job Title:** Sales Assistant/Fieldsman (Kirkby Stephen)

**Reporting to:** Regional Sales Manager (Kirkby Stephen)

### **Overall Job Purpose:**

To assist in all aspects of the livestock auction function, source business for the farmstock and wider business of Harrison and Hetherington in order to provide a complete service for both vendors and purchasers with a particular focus on the Kirkby Stephen auction mart.

### **Job Description**

#### **Primary Accountabilities:**

1. To provide a professional service as required to customers on all aspects of livestock trading.
2. To ensure that Harrison and Hetherington Limited improves its market share through proper business dealings, excellent customer service, gaining new customers and maintaining the continuing loyalty of existing ones.
3. To liaise and work with the auctioneering and sales team to plan sales.
4. To collate information for submission to the advertising coordinator in relation to sales.
5. To promote Harrison and Hetherington Limited within the industry including maintaining links with pedigree breed societies and ensuring that the company remains a leader in principled auctioneering.
6. To promote all media of livestock trading including networking and maintaining contact with interested parties.
7. To liaise with the Regional Sales Manager in order to consider ways in which to improve the image and professional service provided by the company.
8. To improve the public perception of the company by face-to-face and telephone contact with clients.
9. To undertake all reporting and administrative duties appropriate to this role including the collation and analysis of sales and advertising statistics for budget and financial purposes and daily market reports for website and press requirements.
10. Compilation of information for sale catalogues, including schedules, entry closing dates, society rules and being involved with pre-sale, sale day and post sale procedures.
11. To maintain current knowledge with regard to industry compliance and to ensure that all information received from outside agencies and relevant to the effective running of the pedigree administrative team is distributed and understood by staff.
12. To acquire the necessary skills through in-house and external training to undertake Auctioneering duties as required.



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**Secondary Accountabilities**

1. To carry out other ad hoc duties that the employer determines fall within the job-holders capabilities.
2. Networking with other parts of the H&H Group.
3. To have an awareness of Health and Safety issues with relevance for the company and to advise colleagues or seek further advice accordingly.