

## Sales Executive

<b>Job Title:</b>	Sales Executive
<b>Department:</b>	Sales
<b>Reports to:</b>	Divisional Director
<b>Hours of work:</b>	08:30 – 17:00 Monday to Friday
<b>Place of Work:</b>	Quanta Office, Worcester
<b>Package Extras:</b>	Free parking in Worcester, fully stocked staff kitchen, cycle to work scheme.
<b>Summary of Position:</b> To support the sales team in achieving the monthly sales target and booking meetings for Account Manager. This role will help you learn all the core sales skills required to progress through the skills matrix, working towards Account Manager or Business Development Manager roles.	

### Primary Responsibilities

#### Sales 70% of Time

Interrogate accounts and organise meetings for Account Manager as per KPI's set	Support the Lead Link to achieve sales goals and targets.
Position Quanta services and solutions to prospects and customers over the phone.	Achieve acceptable sales Key Performance Indicators (KPI's) as specified by the Commercial team.
When necessary service customers and show good customer care at all times.	Understand Quanta's services and solutions and effectively communicate them.

#### Data Processing 15% of Time

Create professional emails with accurate information.	Accurately complete forms and documents to update other individuals and departments within the company.
Maintain and update accurate data fields and dialogue reports in the CRM database and other sales systems.	Produce accurate quotes for customers. Demonstrate correct usage of pricing and discount models at all times.

#### Other Duties 15% of Time

Take training and coaching, passing any given tests and apply knowledge effectively.	Plan time to be as effective as possible and organise workload.
Follow company policies, standards and requirements.	

## Professional Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	GCSE Math's and English	Further or Higher Education Award MS Office skills
<b>Experience</b>	Minimum 12 months in a sales role.	12+ months experience in a similar role. Business to business experience.

<b>General Ability</b>		
	Communicate effectively in all mediums.	Have a team focus bias but be able to work independently.
	Be able to take instruction and work with a degree of initiative and autonomy.	Ability to listen and follow instructions accurately.
	Be of smart appearance at all times in connection to work.	Be reliable at all times in connection to work.
	Working towards gaining a driving licence.	Has a full UK driving licence & use of a car.