## **Job Vacancy**

## **Sales Executive**

Department: Sales

Title: Sales Executive

Responsible to: Sales & Renewals Manager

Location: Mansfield, Head Office

Salary: TBC on application ... Salary & Commission

The Role:

An essential part of the revenue generation arm of the business. Responsible for enquiries, the assistance and closing of all aspects of NAPIT sales. Processing customer information, commission, KPI’s and reporting. Liaising with other departments in the smooth delivery of compliant membership, training, software and other associated product sales. Administering account management allocation, being proactive in company incentive strategies and working in line with company targets & quality management objectives. Office based with the potential to participate in trade shows and company events around the country, meeting potential clients and new members.

Key Responsibilities:

* Telephone sales transactions led by company scripts and processes, in line with GDPR and FSA policies.
* Taking ownership of own sales and managing expectations throughout the entire customer journey including post sales requirements.
* Responsible for own sales performance in line with agreed personal and team objectives.
* Proactively engage in monthly, quarterly & annual appraisals.
* Flexibility in role to adapt to various sales products & initiatives in line with company focus.
* Effectively handle workloads around industry events, week / month / quarter volume & financial targets.
* Centrally support the growth & development of the external sales team nationally when opportunities for site visits present themselves.
* Engage in outbound promotional activity when new campaigns are launched throughout the year or during any seasonal off-peak periods.

Sales Executive

Person Specification

Essential

* Professional, articulate and confident
* Must be proficient in using a variety of software including CRM systems, Outlook and Office programs such as Microsoft Word, Excel & PowerPoint & Company Database
* Self-motivated
* Ability to make decisions and prioritise workload, working to tight deadlines
* Demonstrate the ability to interact and co-operate with all NAPIT employees.
* Proactively demonstrate commercial awareness
* Install and maintain effective working team relationships
* Ability to analyse & interpret information
* Willingness to embrace new working practices with the ability to learn quickly
* Adapting & Coping with pressure
* Relationship building
* Tele-sales experience
* Time management
* Attention to detail
* Proven sales experience
* Strong organisational skills
* Driven & results orientated

Desirable

* Knowledge of the LAHA / Social / Private Housing sector
* Electrical industry knowledge & experience
* Excellent communication skills
* Retail experience including trade shows & events
* Account Management experience