

CAREERS

JOB DESCRIPTION

Job Title: Sales Executive

Hours: 37.5 hours per week (Monday – Friday, 08:45 – 17:15)

Responsible for: Commercial Manager

Salary: **£35,000 - £40,000 OTE – Uncapped.**

PREVIOUS EXPERIENCE REQUIRED

1. You must have previous experience of selling over the telephone, either in a call centre or in another business. Experience in service based sales is highly desirable.
2. You must understand how to make a sale and close the deal in a B2B environment and be able to demonstrate a recognised sales process.
3. You must have experience in working towards individual targets and are expected to be able to demonstrate past success.
4. You must have a confident, cheerful manner on the telephone and the ability to chat with customers.
5. You must be organised and be able to work under pressure to strict timetables.
6. You must be highly computer literate; you will be using Microsoft Word and Excel as well as in-house software.

You are not expected to have any previous knowledge of the electronics industry as product training will be given.

MAIN PURPOSE

To increase the total sales of calibration and build a pipeline of customers using provided leads for new customers to meet the monthly sales targets set by the management team. This is a cold calling only position, but is not in any way a hard or complicated sell.

Carry out all areas of sales administration and record keeping including some financial administration. Interact with external customers and suppliers as well as other members of staff. To maintain the UKAS and ISO quality standards at all times.

MAIN DUTIES AND RESPONSIBILITIES

NEW CUSTOMERS

- Ringing potential calibration customers to obtain equipment asset registers
- Generating and keeping control of quotes, effectively following up and closing the business.
- Quoting for and arranging on-site visits for engineers.
- Emailing quotes and information to customers.
- Dealing with emails & telephone calls received.
- Finding information about equipment specifications for quotes.
- Ringing customers to get information such as test plans, purchase orders etc.
- Ensuring relevant details are added to the job record and kept up to date.
- Communicating with test staff to ensure that the testing and calibration can be done and that the time/dates are correct.
- Arranging sub-contract testing when required.
- Covering for other staff during leave and therefore taking on additional tasks
 - Any other duties that may be required to ensure the smooth running of the business.
 - Maintaining UKAS and BS EN ISO 9001:2015 quality standards in all work.

GENERAL

- To assist other members of the sales team when required and to train new members of the sales team on request.
- To carry out other duties that are required from time to time to ensure the smooth running of the business.