

Job Title: Internal Sales Executive

Reporting to: Internal Sales Manager

Main Purpose of Role

Generate new business revenue for the business, in line with given target, promote additional services to existing customers – both Datashred and Group.

Key Tasks

- Ensure all opportunities are followed up sufficiently to maximise conversion rate
- Gather core information from the conversation to ensure that the correct products are offered
- Negotiate pricing and contract terms
- Achieve a set revenue target per period
- Liaise with contracts department and depots to ensure customer satisfaction is achieved and maintained
- Accurately input new information for each new contact and to update the information already held within CRM
- Further develop prospective customers by enquiring about additional sites and opportunities
- Generate cross selling leads
- Any other office duties as required

Skills and Knowledge

- Experience of telesales in B2B environment with an ability to close sales over the phone essential
- Able to demonstrate professional selling skills
- Comfortable working to targets, ideally with proven target attainment success
- Able to prioritise, multi-task and work self-sufficiently
- A good level of organisation skills
- High level of commitment and ability to work effectively under pressure.
- Ability to communicate effectively both orally and in writing.
- Ability to apply the principles of customer care.
- Knowledge of procedures and policies relevant to the role.

Health & Safety responsibilities

- Adhere to all Company Policies and Procedures contained in the Information Security, Environmental, Health and Safety and Quality Management Systems
- Report any Information Security, Environmental, Health and Safety and Quality incidents to your supervisor

Managers are responsible for training staff on Company Policies and Procedures contained in the Information Security, Environmental, Health and Safety and Quality Management Systems