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| **Job Title** | Internal Data Management Consultant |
| **Business Unit** | Restore Information Management |
| **Department.** | Sales |
| **Location** | Rainham – Beam Reach |
| **Reports to (direct)** | Head of New Business & Consumables |

###### KEY TASKS

Key Responsibilities include but not limited to:

* Calling into warm and cold data provided to introduce, gain appointments and generate opportunities
* Identify and build relationships with key decision makers
* Generate and progress incoming leads received via Restore website/phone/email
* Entering all required information into Maximizer (CRM system) daily & accurately
* Ensuring an effective sales diary
* Taking ownership and accountability of set revenue targets and actively seek out ideas and opportunities to increase business sales
* Building relationships with sales members from other Restore business units to generate group sales opportunities
* Being actively involved in business planning and shaping the way this role can be fully profitable with your line manager
* Report monthly and when requested ensuring the right targets & KPI’s are met

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

Experienced individual with a successful background in new business sales. Self-motivated, ambitious, and disciplined. A willingness to learn through training while following a clear strategy to achieve success. Resilient and determined, this individual will consistently generate opportunities and secure meetings through both cold and warm outreach. With a strong drive to meet targets and achieve financial success, this role offers significant opportunities for career growth.

* Strong experience in a sales-driven environment
* Skilled in Microsoft Outlook, Word and Excel
* Knowledge in use in CRM systems
* Excellent communication skills with a proven ability to engage effectively with customers
* Comfortable making outbound calls to generate new business opportunities
* Collaborative team player with experience working alongside stakeholders from various departments
* Demonstrated history of achieving outstanding sales results
* Capable of managing and meeting deadlines
* Detail-oriented with a high level of accuracy in work
* Excellent time management and organisational skills with the ability to prioritise tasks effectively
* Strong reporting and data analysis capabilities

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**OTHER INFORMATION**

A car and full driving license are essential due to location and occasional customer meetings.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

**DECISION MAKING AUTHORITY AND CONTROL**

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| **APPROVALS:**  **Line Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to the People Services Team via the Helpdesk by raising a query using the following link** https://peopleserviceshelpdesk.restoreplc.com **.**