Job Description

Sales Executive

Reports to: Chief Executive

Job Objective:

To deliver the agreed sales budget, or exceed, it for the year as set out by the Board of Directors. Establishes sales plans and strategies to expand the customer base and upgrade programmes for clients through Account Managers.

Responsibilities:

- Maintaining and developing relationships with existing customers via meetings, telephone calls and emails;
- Visiting potential customers to prospect for new business;
- Acting as a contact between a company and its existing and potential markets;
- Negotiating the terms of an agreement and closing sales;
- Gathering market and customer information;
- Representing the organisation at trade exhibitions, events and demonstrations;
- Negotiating variations in price, delivery and specifications with managers;
- Advising on forthcoming product developments and discussing special promotions;
- Recording sales and order information on Salesforce
- Reviewing own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customers' businesses and requirements;
- Making accurate, rapid cost calculations, and providing customers with quotations;
- Feeding future buying trends back to Senior Management Team.
- Prepares action plans for effective search of sales leads and prospects.
- Initiates and coordinates development of action plans to penetrate new markets.
- Provides timely feedback to Chief Executive regarding performance
- Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin
- Maintains accurate records of all pricings, sales, and activity reports submitted by Account Managers
- Creates and conducts proposal presentations and Request for Proposal responses.
- Assists Account Managers in preparation of proposals and presentations to their clients
- Attends events, seminars and conferences as set out in the marketing strategy/plans
- Controls expenses to meet budget guidelines
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team

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Relationships and Roles:

- Ensures that all Account Managers meet or exceed all activity standards for prospecting calls, appointments, presentations, proposals and closes
- Conducts regular coaching and counselling with Account Managers to build motivation and selling skills
- Maintains contact with all clients in the market area to ensure high levels of client satisfaction
- Maintains contact with all umbrella body partnerships set up by marketing to co-ordinate and maximise sales impact
- Demonstrates ability to interact and cooperate with all company employees

Job Specifications:

Potential candidates will need to show evidence of the following:

- The ability and desire to sell;
- Excellent communication skills;
- A confident and determined approach;
- Resilience, and the ability to cope with rejection;
- A high degree of self-motivation and ambition;
- The skills to work both independently and as part of a team;
- The ability to flourish in a competitive environment;
- Knowledge of outsourcing and financial outsourcing
- 5-7 years of experience in sales management
- Experience with enterprise software solutions and large, complex organizations
- Extensive experience in all aspects of Customer Relationship Management
- Advanced user of Microsoft Office
- Ability to articulate and present results to Senior Management
- Strong understanding of customer and market dynamics and requirements
- Willingness to travel and work in a team of professionals
- Proven ability to drive sales