

Job Title:	Sales Research Executive
Department/Group:	Business Development Team
Location:	Bodiam, East Sussex, TN32 5BS
Position Type:	Full time 08:30 to 17:00 – 1 Hour Lunch
Holiday Allowance:	20 days per annum plus bank holidays

Job Description

OVERVIEW

As a result of a sustained increase in commercial opportunities a diligent, highly organised Sales Research Executive with a forensic mindset is required to undertake detailed analysis of design stage projects for a leading environmental research and advisory consultancy based in idyllic, rural East Sussex.

Located within new purpose-built premises in Bodiam, the successful candidate will carry out sales prospecting activity and research new business leads in addition to accurately adding or correcting information on the CRM.

The successful candidate will play an important role in driving the acquisition of new, qualified business leads to the Sales team for further development.

Previous experience in a phone-based sales/telesales or sales administration role is essential alongside the desire and tenacity required to identify and qualify new commercial opportunities.

ATTITUDE AND CHARACTER

Primary attributes looked for from the candidate are as follows:

- A positive 'can do' attitude, self-motivated and goal driven
- Excellent attention to detail and accuracy
- Humility, Respectful & Courteous
- Ability to work under pressure and to set KPIs
- Reliable, tidy and well organized
- Efficient time management
- Ability to learn and adapt quickly
- Clear and concise communication qualities including excellent verbal and written communication
- Ability to work well alone and as part of a team
- Able to multitask, prioritise, manage time effectively, use own initiative
- Eager to contribute to the expansion of the company

ROLES AND RESPONSIBILITIES

- Researching of leads and companies hitting the website.
- Accurately adding or correcting information on CRM following details being obtained from contacts made.
- New business lead follow through and prospect identification from website based enquiries.
- Identifying and validating key outcome opportunities and getting these to design.
- Managing and administering of appointment bookings for Business Development Team for face to face visits.

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- Online research via Industry channels to identify prospects and potential projects.
- Measurable outbound calls – many of which will be cold calls to introduce GBU products and services.
- Working closely with Marketing to promote new products and campaigns during conversations.
- Updating and ongoing maintenance of calls through CRM system.
- Understanding and appreciation of KPI's.
- Researching 'lost trace' projects to get them back on track, re-establishing communications with influencers.

Please note this list is not exhaustive

SKILLS & EXPERIENCE

- Minimum six months of telemarketing or telesales experience, preferably in a B2B environment – you must be comfortable making cold calls!
- Aptitude and past experience of a business environment is vital
- Skilled in Microsoft Office Suite
- Able to take ownership of actions, seeing them through to completion
- Comfortable working to set KPI's and self-motivated with the ability to manage tasks vs time
- Proficiency with Microsoft Dynamics CRM system – desirable
- A driving licence and vehicle is required due to the rural office location

STAFF VALUES

Our team operates by the following personal values. If your personality and work ethic fit these values, then don't hesitate to get in touch.

- Productive
- Creative
- Motivated
- Customer Focused
- Willing
- Reliable
- Trustworthy

ADDITIONAL NOTES

This is a fantastic opportunity for an ambitious Sales Research Executive to make an impact in an established, multi-national business. The opportunity to learn and develop in a key role plus a competitive salary based on experience is all on offer to the candidate that can demonstrate the drive and desire to succeed.

Whilst home working will be considered in the short term as a result of the current pandemic, the successful candidate must be able to commute to our premises in East Sussex on a daily basis when safe to do so.