**Job Description**

Job Title: **Sales Executive**

Department: phs Teacrate - Sales

Reports To: Head Of Sales

**­­­­­­­­­Core Purpose**

The primary role of the Sales Executive is to sell all Teacrate products and services to new potential customers across all market sectors.

This role involves contacting new potential customers. The role is autonomous, the individual is responsible for generating their own new business leads and managing their opened new business accounts.

Responsible for meeting a pre-determined revenue target and maintaining the company’s CRM database in line with company policy.

**Key Responsibilities**

* Contacting new potential customers via phone, email, social media & any other platform to generate sales & leads across all Teacrate revenue streams.
* Hitting & exceeding targets.
* Updating all required Systems daily to ensure client activity and experience is documented.
* Participate in all Sales and Customer Experience initiatives and incentives to drive an improvement to Sales Results, Customer Experience and Corporate Image
* Maintaining superior communications with all company functions to enhance the performance of phs Teacrate
* Protect and enhance the corporate image through appropriate actions with respect to fellow phs Teacrate and other phs Group colleagues
* Generate New Business Leads
* Prepare and send all Customer Sales Quotes and follow up where necessary
* Attend trade shows, social events, industry meetings as the business requires.
* Where necessary, arrange and attend customer quote / review meetings
* Follow all relevant business processes and approvals processes where required.
* Answering and responding to all Inbound Customer Calls and Emails into the Main Phoneline, Email Inboxes and fielding calls where necessary to relevant departments – including voicemails

**Skills and Knowledge Required**

* Natural self-starter, confident with developing new opportunities from scratch.
* To be able to work well under pressure without compromise.
* The ability to prioritise workload without procrastination.
* To be able to communicate effectively and confidently with clients and colleagues at all levels.
* To be able to inspire, motivate, influence, and work closely with your colleagues.
* Appropriate level of IT skills for the Microsoft Office suite.

**Desired Experience**

Ideal - Good knowledge of the RTP industry, previous experience of telesales and generating opportunities.