

JOB DESCRIPTION & PERSON SPECIFICATION



1. JOB INFORMATION

Post Title: Sales Executive

Salary details: £Competitive + benefits

Mode: Full Time, Permanent

2. VACANCY OVERVIEW

Due to strategic growth plans, IPSS are looking to recruit an experienced and driven Sales Executive to develop business across the local area and wider UK markets. We would expect the successful candidate to be a confident individual with a natural ability to forge new relationships and maximise revenue potential in a professional manner.

3. MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Managing Directors the successful applicant will:

- generate new business opportunities via proven engagement methods, maximising spend and recurring revenue opportunities
- proactively manage existing customer relationships to maximise their retention, increase their spend and secure additional recurring revenue opportunities
- action in a timely fashion incoming sales enquiries and tender requests to a successful and profitable conclusion
- develop and action an annual sales plan to maximise revenue
- achieve and exceed monthly/annual targets for installation order value, gross margin and recurring revenue
- lead demand generating activities in an assigned market calling on the support of other staff as and when required
- undertake periods of telephone intensive work with outside travel
- accurately complete the necessary documentation regarding any specification/design in accordance with the required industry and local Codes of Practice
- produce weekly/monthly sales reports and forecasting data by utilising CRM systems and presenting these to the Directors
- ensure adherence to all Company Policies and Procedures including Health and Safety. AND such other duties that are within the scope and spirit of the job purpose and grading.

Supervision received Managing Directors
Supervision given Other office staff when working on sales activities
Contacts Staff at all levels within the company. Customers, suppliers and external partners.

4. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Educated to A level or equivalent	
Experience (Paid and Unpaid)	<p>A proven track record in business development/telesales in the infrastructure, networking and electronic security industry</p> <p>Proven new business development experience</p>	<p>Technical knowledge of the electronic security/networking /infrastructure industry</p> <p>Technical sales background</p>
Knowledge		Products and services in the electronic security market
Job-related skills/Aptitudes	<p>Results and targets driven</p> <p>Self-motivated and able to work under pressure and to sales targets</p> <p>Excellent interpersonal and relationship building skills</p> <p>Exceptional telephone communication skills</p> <p>Outstanding organisational skills, able to work on multiple projects simultaneously and prioritise workload.</p> <p>Aptitude to work efficiently and effectively whilst following policies and processes</p>	
Interpersonal skills	<p>Articulate and literate, with excellent communication and listening skills</p> <p>To be diligent, enthusiastic and committed</p>	
Other requirements	<p>Willingness to undergo DBS/Security Screening to BS Standard 7858 prior to offer of employment</p> <p>Full UK Driving Licence</p>	