

Account Executive

We are seeking a motivated and enthusiastic Entry-Level Sales Representative to join our dynamic sales team. In this role, you will be responsible for generating new business opportunities, building relationships with potential clients, and contributing to the overall growth of the company. This is an excellent opportunity for recent graduates or individuals looking to start a career in sales/ account management and gain valuable experience in a fast-paced, supportive environment.

The role is a blend of both account management and new business. The successful candidate will be expected to use their own initiative to identify potential customers, contact the right individuals and ultimately be the person that facilitates the opportunity all the way through to point of sale. This will be coupled with the ability to manage a wider portion of accounts that the individual will look to maintain and grow. This is achieved through cross selling the businesses large portfolio of software, training, consultancy and support services. To achieve this, you will have the full support of a large technical team and specialists in their own subject matter.

The key activities involved in this role include but are not limited to:

Account Management: The successful candidate will ensure that customers receive a high level of customer service and that our relationship continues to evolve. This will be through meetings, regular calls and at a regularity to match what is required and expected for that customer. There will be an expectation to support the wider sales teams customers when managing their issues to the support team.

Prospecting: You will be required to research, define and prospect your region to identify & develop new business opportunities for the sales team. This is an important part of the role and one which will increase as the individual gains experience within the team.

Customer Success: Within the role, it will be the expectation that regular check-ins and reviews are undertaken with specific customers. Typically this happens when an issue arises to ensure a smooth closure however it also is important in ensuring the right people within the team can help to make their purchases a success.

- A result driven individual who can work under pressure and to tight timelines.
- Someone who responds well to being targeted.
- Good communications skills, both written and verbal.
- Self-motivated but able to work as part of a team.
- Good organisational and time-management skills with strong attention to detail.
- A positive attitude and outgoing personality.
- An ability to persuade others.
- Honest, trustworthiness and discretion especially when handling confidential information.
- A smart appearance and professional manner.
- To enjoy speaking and meeting new people.

Essential Job Functions

- Providing customer quotations, negotiating and closing the deals.
- Establishing and maintaining working relationships with clients.
- Planning and preparing calls and call lists to be utilized both individually and by the wider sales team.
- Working with other departments to ensure a smooth handover of projects to the technical, operations and finance teams.
- Identifying opportunities.
- Administering accounts through the CRM system and forecasting sales pipeline.

Training, Qualifications and Experience

This role provides an exciting opportunity for an individual looking to start their career in a sales/account management capacity or further their early experience.

With the businesses track record of mentoring and nurturing talent, an attitude to learn and develop is essential. Other mandatory skills include:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work within an office-based sales environment.
- Work well in a team and have excellent communication skills both written and verbal.
- Demonstrate good time-management and organisation

Benefits

- 25 days holiday – Additional birthday bonus upon second full year with company
- Additional holiday available through company performance-based scheme
- Quarterly Bonus
- Company pension scheme
- Cycle to work scheme