

# Sales Support Executive

Malvern Hills Science Park

0800hrs – 1630hrs, Monday to Friday

**£20,000 - £22,000 + £2,000 bonus based on performance**

## The Person

This is a new and influential role that will suit a charismatic, organised and efficient individual who is able to demonstrate their passion, reliability and hunger to better themselves. You will be highly motivated and excited to embrace a challenge and become a member of a team driven by success. Capable of communicating effectively over the phone, cold calling potential clients to discuss the benefits of the SentiKey® system at all levels, you will take great pride in the delivery of sales and ultimately, the team's success. Your strong work ethic and ability to perform under pressure across all facets of the business will be essential.

## The Role

You will be a crucial member of the sales team, in this exciting role you will be responsible for making outbound calls to promoting the SentiKey® System. Duties will include;

- Proactively source and generate leads via telephone
- Contact potential clients through cold calls
- Confidently explain the SentiKey® System to potential clients
- Record accurate client information on our CRM database
- Obtain names and telephone numbers of potential clients from online sources
- Develop and adjust sales script as required to better target the interests of individual clients
- Quickly establish relationships with decision makers within the organisations you are contacting
- Maintain diary system to enable follow-up
- Schedule appointments for Account Managers to meet with prospective clients
- Work to monthly personal and team targets
- First point of contact for all incoming calls
- Coordinate and support various sales efforts
- Process new sales leads
- Review and distribute sales related documents
- Prepare and distribute financial and sales reports to advise team members
- Keep track of sales targets
- Coordinate invoices and product dispatch

## The successful Sales Support will have;

- Experience with a CRM database
- Confident and friendly telephone manner
- Accurate data inputting skills
- Excellent time management skills
- Tenacious approach
- Self-motivated attitude
- Excellent verbal and written communication skills

Your training will be extensive, preparing you for the future and developing your understanding of all aspects of the product and business. Your personal development will be ongoing, both during the company's evolution and beyond. We believe in nurturing our most important asset, identifying our employee's ambitions and promoting from within whenever possible. The role will be varied, offering you the opportunity to be pro-active in your support of the sales team and their clients, resulting in much shared success.

Please apply to [careers@keyneticsltd.co.uk](mailto:careers@keyneticsltd.co.uk) for further information.