Job description

|  |  |
| --- | --- |
| Job title | Business Sales Executive  |
| Employee status | Permanent  |
| Department | Sales  |
| Reporting to | Head of Sales |
| Location | Thurmston,Leicester  |

Company overview

**Quest Business Services**

For over two decades Quest has been providing human resources and health and safety solutions for individual businesses and membership organisations throughout the UK. Our reputation for quality of service has enabled us to establish long-lasting relationships with many prestigious organisations.By integrating the latest technology and innovative insurance, with a highly experienced team of business partners, Quest has become a market leading provider.

Department overview

The role of the Business Sales Executive is to maintain a renewal clients portfolio along side generating New Business opportunities by telephone and carry out diary management for field based sales team. Working closely with field based sales, identifying prospects and creating sales opportunities The department and individuals work to sales targets and KPIs

Duties and accountabilities

* Arrange New Business appointments for the field sales team.
* Generate new prospect leads through information gathering and research.
* Maintain a small renewal portfolio of cleints – via touch points in the year by telephone or email
* Close the smaller sales,provide quotations and sales documents inline with company guidance
* Take ownership and manage leads and prospects in your name.
* Develop, manage and chase a pipeline and be able to forecast the converting percentages
* Work to personal and company targets and KPIs.
* Making 50 plus phone calls aday to prospects
* Ensure that diaries are updated with correct and accurate data.
* Ensure that internal systems are updated and correct with accurate data.
* Ensure that appointments are booked within the companies guidelines.
* Have a full understanding of Quest Covers services and the benefits to our clients .
* Manage all queries in an effective and timely manner.
* Ensure that telephone calls are made /answered within the guidelines of the company.
* Have a good understanding of the services and product provided by Quest and its sister companies
* To provide holiday/sickness cover for other team members.
* Any other duties that are deemed appropriate from time to time as directed by your line manager.

Skills, knowledge and experience

The successful candidate will:

* Possess strong sales and business development skills
* Previous Tele appointing with in the HR & HS or Insurance industoary
* Experience in B2B an advantage
* Have high level interpersonal skills with the ability to build successful and profitable business relationships
* Exhibit excellent communication skills with the ability to communicate effectively by telephone, and in written communication.
* Work to targets and KPIs to achieve results
* Be computer literate
* Have previously used a CRM system
* Demonstrable planning, organisational and time management skills
* Be highly motivated and able to work independently
* Possess positive and ‘can do’ attitude