## Main Purpose

To drive revenue and growth for Retirement Capital by creating opportunities for face to face meetings between company field sales and customer decision makers and influencers. Achieving business targets through excellent telephone sales and communication skills. Creation of sales leads, initiation of prospect calls and establishment of an ongoing rapport with existing and potential customers.

## Position

The Internal Sales Executive reports directly to the Sales Director.

## Main Responsibilities

Telesales

* + Generation of target prospect list.
  + Identification of new business opportunities through cold calling prospects.
  + Arrange initial and follow up meetings for Field Sales with decision makers and influencers of agreed target customers.

New Business

* + Identification of decision makers within targeted leads to begin sales process.
  + Creation and delivery of qualified opportunities to the Sales Director.
  + Maintain and expand company’s database of prospects.
  + Collaborate with the Sales Director to determine strategic sales campaigns.
  + Appropriately communicate brand identity and corporate position.

Management of Accounts

* + Make regular calls to existing customers to develop the business through follow-up selling and cross-selling.
  + Penetrate all targeted accounts and increase sales from within the customer base.
  + Support Marketing with exhibitions, etc.

Business Management

* Provide weekly reports to the Sales Director
* Provide monthly sales analysis to the Sales Director
* Provide feedback on competitor activity
* Maintain full compliance with all company processes and procedures.

**Key Skills**

* Team player with excellent verbal and written communication skills
* Solid experience in opportunity qualification, call control, account development and time management
* Excellent organisation, planning and reporting skills.
* Reliable and trustworthy with a proven work ethic
* Self-motivated with high energy and engaging enthusiasm.
* A “can do“ attitude.

Signature:

Date: 14/11/2020