

JOB DESCRIPTION

Job Title	<i>Telesales Executive - Outbound</i>
Based At	Unit 4 Atlas Office Park, First Point, Doncaster, S. Yorkshire, DN4 5JT
Reporting To	Director
Salary	£14,000 + Bonus (OTE £22,400 uncapped)

Primary Job Purpose:

To operate (tele)sales and business development for 'I am learning' a games based revision and assessment system for primary and secondary schools in the UK. The role will involve telesales and other marketing activity.

Principle duties:

1. Outbound telesales to renew and upgrade existing business
2. Generation of sales appointments through telesales and other marketing endeavours
3. Co-ordinate incoming demo requests and activity to generate new requests
4. To support our existing reseller channel
5. To support central marketing campaigns via email, direct mail and telephone
6. To support School Liaison Officer with customer satisfaction and relationships with schools
7. To help with events, exhibitions and conference organisation
8. Support developing new marketing and sales strategies
9. Any other office duties as reasonably requested by Directors to aid in the smooth running of operations

Person Specification:

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> - 5 GCSE grade A*-C - Capacity for further education 	
Experience/ Knowledge/Skills	<ul style="list-style-type: none"> - Experience in a sales role - Experience in outbound telesales - Literacy, numeracy and ICT skills - Effective communicator including written, telephone and in person - Attention to detail - Ability to problem solve - Able to organise own workload 	<ul style="list-style-type: none"> - Previous work experience in an educational environment - General ICT skills i.e. simple web development and use of online applications - Driving license and access to a vehicle - Web 2.0 marketing experience
Personal Qualities	<ul style="list-style-type: none"> - Serious about building a sales career - Motivated to succeed and ready for hard work - Professional outlook and presentation - Enthusiastic and flexible working to meet the needs of the role - Well developed personal communication skills, including good oral presentation skills - Ordered, organised and able to determine priorities - Professional but approachable personality to build rapport with customers and other staff 	

NOTE:

This job description may be subject to change from time to time in accordance with the needs of the business.

JOB DESCRIPTION

Performance expectations

- Prompt time-keeping [in consideration of company procedures]
- All correspondence to be recorded in either email, or date and time referenced notes
- Accuracy of work, attention to detail, and where required the maintenance of confidential information.
- Working in a safe and effective manner to maximize productivity whilst maintaining the company's quality and health and safety ethos and practices – maintaining a clean and tidy desk area, and all filing to be completed properly
- Clean and tidy appearance and 'business presentable' when working on customers premises.
- Working effectively with all colleagues, 3rd party representatives, customers and anyone else associated with the business in a co-operative and positive manner.