

## JOB DESCRIPTION

### **New Business Executive**

**Location:** Plymouth, Devon

**Working within:** Sales Team

**Reporting to:** Sales Team Manager

**Salary & Benefits:** £26,000 + commission & 25 Days' Holiday, Plus Bank Holidays

**Normal hours of work:** 37.5 per week, Mon to Fri between 08:30 & 16:30

### **A little about us**

Safety Management Advisory Services is a specialist SHEQ compliance company working with many of the leading UK construction businesses. As a registered member of the Safety Schemes in Procurement (SSIP) Forum we offer two nationally recognised H&S, Environmental, Quality compliance schemes.

We are a member of the Citation Group, a private equity owned Group that leverages exceptional people and technology to support the SME marketplace with Compliance and Quality led products.

### **Job Brief**

As a New Business Executive, you will be able to tangibly see the outputs of your efforts and contribute towards our targets for 10% year on year growth in our new and existing product lines. You will sit within a team that works from both inbound and outbound leads to generate new business opportunities. This role will have the opportunity to upsell and cross sell in a consultative manor across our group.

### **Responsibilities**

- Establish business opportunities by prospecting new consultants, partners & clients.
- Successfully manage and upsell additional products and services to allocated territories by building strong relationships and answering any questions they have.
- Meet prospects virtually or identify opportunities to pass to Key Account Executives for a face-to-face meeting.
- Work in collaboration with our Key Account Executives.
- Negotiate contracts and packages.
- Maintain an up-to-date knowledge of all products and services.
- Account Manage our Health & Safety consultant base.
- Prospect new leads using tools such as LinkedIn sales navigator, Barbour and HubSpot.
- Contact cool and warm leads periodically regarding services and products.
- Manage telephone callers promptly, accurately, and efficiently in a target driven environment.
- Manage your own time to ensure you meet or exceed daily & monthly KPI's.
- Follow organisational standards to maintain our exceptional quality service.
- complete admin activities for members and consultants when required.
- Work as part of a team to achieve team targets and maintain a positive, professional attitude.

Please note this list is not exhaustive.

### **Requirements and Skills**

- At least one years' experience working in a comparable sales or service role within a likeminded environment.
- Excellent communication skills.
- Flexible and resilient outlook and adaptable to change with high standards of time management.
- Confident team member within a small business environment.
- A methodical work approach and an eye for detail.
- Instinctive sales skills.
- The professionalism and personality to build instant rapport and develop great business relationships.
- Able to vary your approach to suit your audience.
- Experience of operating and maintaining a range of manual and computerised information systems including using spread sheets, databases, and word processing packages; (including Outlook, Word, and Excel).
- A-C grade in English and Mathematics as a minimum requirement.