

## SALES SUPPORT EXECUTIVE

JOB REF: 0733

Our client delivers innovative recycling solutions to any business in the waste processing industry on a global level. With year on year growth and with the drive and enthusiasm to build on this they wish to recruit a sales support executive to support the sales team. You will be joining a successful business that prides itself in delivering high quality products with excellent customer service in a global market.

### Job Purpose

The successful candidate will act as the interface between the sales department and other company departments. This is an instrumental role and the successful candidate will be contributing to the overall success of the organisation by supporting the Sales Team.

Acting as the main point of communication between clients and the Sales Managers to ensure that all customers are receiving the optimum experience.

### Responsibilities:

- Maintaining customers details within the CRM system
- Work with the technical team to ensure that the CRM System is updated
- Developing and executing processes and policies to drive CRM adoption and usage
- Qualifying phone/online enquiries and passing to sales team
- Generating prospect lists for outbound business development
- Assisting in generating activity plans for the Sales Managers
- Attending weekly sales meetings
- Compiling weekly/monthly sales reports
- Liaising with the sales team to ensure sales pipeline is effectively managed
- Supporting both new and existing accounts, delivering excellent standards of customer experience
- Assisting with the creation of new business proposals and administration of pre and post-sale activities
- Coordinating sales activity, including diary management
- Ensuring Sales Department KPI's are achieved

## Person Specification

- Minimum 3 years' experience in a similar role
- Previous experience using CRM Systems
- Excellent IT Skills
- Experience of working within a sales team
- Experience of working in a fast-paced sales environment with tight deadlines
- Experience of building strong and sustainable long-term relationships with customers.

## Desirable Criteria

- Business or related degree or the experience to substitute for formal education
- Experience of dealing with sales process improvement projects
- Ability to create and maintain lasting and effective relationships both within the company and with customers.

*Contact Con Gallagher on 07809 907306 for a confidential chat, submit your CV via the link or email your CV to [con@spectrumes.co.uk](mailto:con@spectrumes.co.uk).*

*The Company reserves the right to vary criteria at the shortlisting stage.*

*Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.*

## **DATA PROTECTION**

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