

JOB DESCRIPTION

Job Title:	Sales Executive
Grade:	Level 2
Location:	Devizes
Hours of work:	20-37.5 hours per week
Reports to:	Head of Department

Aim of the post:

Responsibility for identifying and growing new business opportunities, creating sales leads and generating sales revenue within targeted sectors that achieve the company's sales objectives.

Main responsibilities:

- Achieving consistent sales revenues and hitting sales targets
- Present sales, revenue and realistic forecasts to the department manager
- To support other Sales teams with business opportunities
- To keep abreast of current campaigns promoted through marketing activity, supporting the marketing department as required
- To provide support at events and customer visits as required

Organisational responsibilities:

- To develop and comply with policies, regulations, systems and procedures in all areas including Health and Safety, Equal Opportunities, Quality and work towards achieving best practice and high standards
- To contribute to preparation of reports and returns as required. Ensure required evidence is collected
- To Contribute to the development of income earning activities which are congruent with the overall aims of the organisation including promoting new opportunities as appropriate
- To Manage the day-to-day work of delivery projects in area of responsibility and related activities to ensure that agreed targets and milestones are achieved
- To act professionally, courteously and effectively at all times in line with the organisation's values
- To maintain effective and positive working relationships with other staff, consultants,

partner organisations, external organisations and clients

- To provide information and feedback for other team members to share good practice from attendance at meetings and events
- To support any more junior staff in the department as required in line with Cardwave policies & procedures including training

Health & Safety

The post holder will:

- Work with due regard to health and safety to themselves and others and will abide by Cardwave's Health & Safety Policy
- Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently

Confidentiality

- Cardwave employees and volunteers are expected to comply fully with the organisation's confidentiality policy
- All documents containing confidential information concerning the organisation, customers, partners or staff shall be surrendered immediately on the termination of employment or volunteering.

Quality

Quality is the responsibility of all employees and therefore all staff must:

- ensure that all policies and procedures are complied with and developed in line with best practice to ensure standards of quality are maintained at the highest levels.
- consider quality both within their role and the business as a whole whilst carrying out their duties.
- be involved in quality activities to improve and develop processes to ensure quality of products and services.

PERSON SPECIFICATION

Skills, qualifications and experience required

Essential:

- Able to travel independently with the area of Cardwave's operation
- Good prioritisation and time management skills
- Excellent communication skills written and verbal
- Strong analytical and problem-solving skills
- Good organisational skills
- Good IT skills including Microsoft applications of Excel, Outlook, Databases and Word
- Good organisational skills and time management
- Level 2 qualifications in English and Maths

Desirable:

- Ability to deliver complex ideas and arguments in a variety of ways to diverse audiences (through effective negotiation and presentation skills and meetings)
- Experience of successful partnership and/or collaborative working

Personal qualities required:

- A desire to achieve highest standards possible
- Ability to think creatively
- Able to work on own initiative
- Able to work under pressure and meet deadlines
- An eye for and attention to detail
- Commitment to keeping skills and knowledge up-to-date
- Customer focused
- Diplomatic
- Flexible and responds positively to new challenges
- Good independent judgement
- Self-motivated
- Team player who is also able to work in isolation
- Trustworthy and reliable
- Ability to challenge constructively
- Willingness to work outside of office hours