

## Job Description

**Title:** Part Time Outbound Sales

**Hours:** 4 hours per week every week

**Rate:** £10.00 per hour

**Reports to:** Managing Director [emma@solid8.co.uk](mailto:emma@solid8.co.uk)

**Based at:** Work from home

### Job purpose:

To develop sales for our customer in accordance with agreed business plans.

### Company Description:

Solid8 provide a wide range of professional consultancy services to its customers including in-depth Sales and Account Management to businesses that do not yet have their own sales team.

Solid8 Consulting Ltd is now in its 8<sup>th</sup> year. This role is likely to evolve and develop over time as the business grows.

### Key responsibilities and accountabilities:

1. Achieve team sales targets.
2. Make outbound telephone calls following up on quotations to identify live sales opportunities.
3. Maintain and develop several computerised customer and prospect databases.
4. Monitor and report on activities and provide relevant management information.
5. Attend training sessions when required to develop relevant knowledge for products and systems.

### Internal Sales Position would suit the following person;

**Personality:** Self-driven, results-oriented with a positive outlook, and a clear focus on high quality work. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with customers over the telephone. Reliable and determined. Empathic communicator. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player.

**Personal Situation:** Must be mature. Able to work extended hours on occasions when required and agreed.

**Specific Job Skills:** Able to communicate clearly and effectively.

**Computer skills:** Must be competent using Microsoft office 2007 or later, particularly Excel, Word and Outlook.

**Literacy and Numeracy:** Able to understand profit, margin percentages and calculations, Must be a competent writer of emails.

**Business and Selling Skills:** Must be an excellent telephone communicator. Able to learn and develop product knowledge. Experience of construction, Ground Work and Public sectors would be ideal but not essential.