

Business Development Executive Job Description FOR000188 V1.00

Job Title:	Trainee Sales: Business Development Executive
Days and Hours of work:	Monday - Friday (full time 40 hours)
Location	Remote
Responsible to:	Head of UK Sales

The Role

Citipost Mail is the UK's leading privately owned DSA provider, utilising expert knowledge and experience to provide cost savings for both UK and International Direct Mail campaigns.

We are ISO9001, ISO14001 and ISO27001 accredited. We recently became certified as a 'Great Place to Work' in April 2022 and we also hold the accreditation for Investors in People. Such benefits we have to offer our employees include a Life Assurance policy, birthday day off, length of service awards and much more so if the below job description matches your skill set, get in touch today.

This is an entry level role and no experience is required as full training will be given.

This is a Field Sales position with an initial focus on New Business.

B2B sales involving selling Citipost Mail services via: -

- cold calling to arrange meetings with potential customers to prospect for new business;
- relationship building;
- researching the market and related products;
- presenting the service in a structured professional way face to face.
- maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- responding to incoming email and phone enquiries;
- negotiating the terms of an agreement and closing sales;
- representing their company at trade exhibitions, events and demonstrations;
- negotiating on price, costs, delivery and specifications with buyers and managers;
- challenging any objections with a view to getting the customer to buy;
- reviewing your own sales performance, aiming to meet or exceed targets;
- gaining a clear understanding of customers' businesses and requirements;
- making accurate, rapid cost calculations and providing customers with quotations;
- attending team meetings and sharing best practice with colleagues.

Required Skill Set

- Outgoing confident personality
- Excellent communications skills
- Good general knowledge of Microsoft Office and associated programs (Excel, word, PowerPoint etc).
- Full UK driving license
- Honest and reliable.
- Flexible approach to working hours.