

**Job title:** Junior IT Sales Executive

**Based from:** GBE Converge Offices – Gloucester, Dronfield or London

**Reports to:** Technical Sales Manager

## **The Role**

The primary purpose of this role is to support the business in providing new business sales leads and helping to develop the IT Managed Service.

The position is based from one of the GBE Converge UK offices with a remit that is focused on SME sized businesses, public sector organisations, independent schools and manufacturing businesses across the UK.

The role would suit an individual who is looking for a career in IT Sales, who is looking to be mentored and guided through the basic skills from prospecting from calling and social media profiling to developing and delivering sales proposals and presentations.

## **Duties and Responsibilities**

- Prospecting from Calling and Social Media Profiling through dedicated call days and data profiling to suit key sectors and product offering
- Networking at local and national events
- Maintaining records within the CRM with accurate and timely entries including prospect contact information, records of discussions, scheduling of next actions
- Developing Sales quotes and proposals within the CRM
- Provide pre-sales support to GBE Converge
- Provide excellent and effective customer service at all times
- Develop sales presentation material
- Any other tasks requested by your line manager

## **Person Specification**

### **Essential**

- An interest and understanding of the key solutions which include Microsoft 365, SharePoint/OneDrive, Cloud Backup and Disaster Recovery, Cyber Security Solutions, on-premise Infrastructure knowledge
- Strong organisational skills
- GCSE's in English and Maths
- Experience with CRM software packages or similar
- Professional telephone manner with experience of outbound lead generation
- Excellent communication and interpersonal skills
- Highly personable, collaborative, enthusiastic and persuasive
- Sound business acumen
- Proactive, competitive and results driven
- Resilient and able to work under pressure
- Full Driving licence as the role will include supporting face to face meetings as the individual develops

## **Desirable**

- IT or Technology savvy
- Knowledge of ConnectWise CRM
- Experience of writing and/or delivering presentations
- Experience in lead generation to the following sectors Public Sector, Independent Schools or manufacturing

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

## **Working Conditions**

The Junior IT Sales Executive role is primarily an office-based role; however, national travel will be expected in order to attend off-site customer meetings and workshops nationally as required

There will be long periods of working in front of VDU's with regular breaks.

The role requires that you will be available to work evenings, weekends and bank holidays on request.

## **Group Compliance**

As part of the companies compliance to The Health & Safety at Work Etc Act 1974, ISO9001 for Quality, ISO14001 for Environmental and ISO27001 for Information Technology, there are several key objectives that are issued each year upon management review that we expect all staff to work towards in order for the company to meet these objectives and include but are not limited to:

- Compliance to all legislative and British Standard requirements
- Compliance to associated accreditation bodies schemes from NSI, BAFE, LPCB, FIA and others as required
- Maximise customer satisfaction with the services provided by GBE Converge
- Working to reduce, renew and recycle any waste on and off our sites including our offices
- Protect the environment and ensure use of toxic materials is avoided where possible
- Work to best safe practice and ensure actions do not cause harm unto themselves or others
- Employees will not tamper with any issued PPE or plant machinery that it may cause harm unto themselves or others
- Ensure all minimum training requirement are met in compliance with the relevant ISO standards
- Ensure that any Information Technology 'incidents' are effectively reported and resolved in a timely fashion (internally or externally)
- Maintain clear desk and screen at all times
- Compliance to ensure no deliberate breaches in security information and/ or systems