

## Job Description

<b>Job Title</b>	Commercial Sales Manager
<b>Responsible to</b>	Chief Executive
<b>Salary</b>	£35k plus performance related bonus
<b>Contract type</b>	Permanent

### Main Responsibilities

As a key member of the Senior Management Team you will work collaboratively with your colleagues to provide excellent customer service to all clients. You will strive to ensure consistent growth in profitability across our existing portfolio of revenue streams and identify and drive forward opportunities within our new emerging businesses.

You will take ownership of the entire sales process and be responsible for driving the continued growth of the employee benefits business throughout the UK, and for achieving revenue targets through the acquisition and direct management of key accounts. You will manage and motivate the tele-marketing sales team and track individual and team performance.

### Specific Duties

#### Business Development

- Lead by example to ensure an entrepreneurial, commercial culture within the organisation and assume overall responsibility for managing and delivering the income generating activities of the organisation.
- Build on existing data and use market intelligence to deliver a suite of income-generating products and services, from feasibility to launch, for corporate contacts, based on our brand, knowledge and expertise.
- Work across the organisation to ensure that all charity wide initiatives are fully supported and commercially exploited.

#### Sales

- Assume overall responsibility for growing the childcare voucher business by achieving challenging targets and for presenting to new and existing corporate clients.
- Directly manage key accounts and secure new major accounts to increase revenue achieving targets.
- Monitor and be fully conversant with competitor scheme offerings.

**Staff Management**

- Oversee daily workload and performance of the tele-marketing sales team, motivate and support individuals, lead by example and reward success.
- Ensure team members develop their sales pipelines and achieve targets through planned telemarketing campaigns.
- Ensure all team members make professional daily telephone sales presentations to secure business.
- Ensure team members acquire and retain in-depth knowledge of existing and new company services by managing ongoing internal training.
- Continuously review all sales administrative and operational procedures and make suggestions for improvement.

**Key Holder**

- Comply with the organisation's procedures and be responsible for opening and/or closing the office as required.

**Information Security**

- Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

**This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**