

Personnel Specification

The Personnel Specification shows essential skills, abilities knowledge and/or qualifications required to be able to carry out the duties of this post. Please ensure your CV addresses the criteria.

Job Title: Sales Executive

Factor	Essential Criteria
Qualifications and Experience	<ul style="list-style-type: none"> • GCSE English and Maths grade C or above (or equivalent) • A proven track record evidencing success within a telemarketing sales environment. • A Minimum of 2 years' full time work experience gained during the last 5 years of sales experience to include: <ul style="list-style-type: none"> ○ direct customer service either face to face or by telephone. ○ high volume Tele-Marketing ○ B2B Sales ○ working in an outbound telephone sales environment ○ general administration • Demonstrable record of getting in touch with key decision makers and securing new business • Computer literate to include extensive use of internet, Microsoft packages including Outlook, Word and Excel, and databases.
Skills and Aptitude	<ul style="list-style-type: none"> • Candidates must have a confident and outgoing phone manner, ability to build rapport with customers in a professional manner and have experience of developing a needs analysis and consulting with customers, objection handling and closing. • Excellent verbal and written communication skills • Excellent organisation, planning and time management skills including ability to prioritise workload and work to strict deadlines. • Good administrative skills including ability to maintain and update records and files, both paper and electronic. • Resilient approach to overcoming barriers to sale • Proactive with ability to use initiative in problem resolution • Self-motivated and result focused approach • Ability to self-critique • Excellent interpersonal skills, with ability to build constructive working relationships with colleagues and clients

<p>Knowledge and Understanding</p>	<ul style="list-style-type: none"> • An understanding of the work and vision of Employers For Childcare • Understand the mechanics of how the Employers For Childcare voucher scheme works for the parent, employer and childcare provider. • Possess the knowledge of competitor markets and the unique selling points of Employers For Childcare.
<p>Special Circumstances</p>	<ul style="list-style-type: none"> • Ability to work flexible, unsocial hours and to travel throughout Northern Ireland, UK and elsewhere at times demanded by the job • Full UK driving licence and access to reliable transport