**JOB PROFILE**

**Job Title:** Sales Executive **Hours:** Mon –Fri 9:00am to 5:30pm   
**Salary**: £16,000 - £20,000 **Location:** Penryn

**Job Summary:**

The primary responsibilities will be handling sales opportunities with both new and existing customers, providing them with information and guidance and producing sales quotations. This will focus on selling a range of IT products and services into small to medium sized business and schools.

**Key Roles & Responsibilities:**

* Handling incoming sales enquiries and following up on opportunities.
* Producing quotations and proposals efficiently to company standards under guidance from the senior sales.
* Managing opportunities in the companies CRM system.
* Liaising with suppliers and 3rd parties and obtaining pricing.
* Sales administration tasks including creating of sales orders and purchase orders when required.
* Liaising with the service team to schedule and manage sales installations.
* Managing customer expectations and dealing with customer feedback
* Liaising with technical team and accounts

**Professional Qualities:**

* Good customer communication skills and telephone manner
* Generates enthusiasm among team members
* Proactively seeks opportunities to build on existing skills
* Communicates effectively with customers to identify needs and evaluate alternative business solutions in accordance with organisation objectives
* Continually seeks opportunities to increase customer satisfaction and deepen customer relationships
* Manages customer expectations effectively

**Skills / Attributes Required**

* Excellent telephone manner.
* Proactive approach and a willingness to learn.
* Would suit a candidate with knowledge and experience with IT or IT industry

Primary Contact: David Giblett

Please send CV’s to: careers@ncitech.co.uk