

Job Description

Internal Sales Executive

Reports to: Sales Director

Job Summary: This position has been created to support the new business sales team's ambitious growth program, supported by the launch of it all new ground-breaking technology, Zest, which is set to transform the way employee benefits are used.

The role will report into the Sales Director and will support the field sales staff in their sales process with specific reference to appointment scheduling and actively promoting Zest when talking to internal and external customers. The role will work closely with the sales team to understand customer needs as well as market drivers to ensure sales campaigns are successful.

Areas of Responsibility:

- o Ensure monthly calling targets are met in line with business needs
- o Creation of new business opportunities through appointment scheduling
- o Ensure all appointments are fully qualified for the sales team
- o Build strong relationships with prospects to help ensure sales team meetings are successful
- o Learn and maintain a good knowledge of the employee benefits industry
- o Work with sales team to understand and drive campaigns
- o Ensure all calls (made/taken) are correctly logged within the Salesforce CRM database
- o Ensure prospect contact information within Salesforce is up to date
- o Ensure all leads and opportunities are correctly logged and tracked
- o Complete monthly reporting on Key Performance Indicators
- o Remain up to date with latest product launches

Experience Required:

- o 3 years successful experience of telesales or direct sales
- o Track record of hitting and achieving targets
- o High level of enthusiasm and passion together with a positive approach
- o Evidence of building constructive and influential relationships with contacts
- o Strong customer service skills

Classification: Public

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Registered in England at Leatherhead House. Registered Number 5104223

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Leatherhead

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Job Description

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Qualification and Skills:

- IT literate Microsoft Office Suite
- Salesforce CRM knowledge
- Strong time management skills and ability to manage conflicting priorities
- Excellent communication skills
- Able to work without supervision
- Team Player

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