

JOB DESCRIPTION

Job Title	Sales Executive – office based
Department	Commercial
Responsible For	
Job Grade	
Salary Range	£18,500 with OTE of £32,000+
Reports to	Commercial Manager

Job purpose

To promote and sell membership, courses, events and qualification. To engage potential members and members to the benefits the organisation has to offer them and to maximise our commercial income.

Main Duties and Responsibilities:

- To sell Membership & qualifications to non-members
- To sell unsold spaces on courses and events identify deficiencies in course requirements
- To prompt current members to renew membership
- Any other responsibilities or tasks as reasonably requested by the business
- Keeping records of all courses and events sold, memberships, renewals and bundles acquired on Salesforce, CRM and spreadsheets as required by manager
- Sending out invoices, chasing payment and dealing with refunds when necessary
- Updating member regions onto working spreadsheets and filtering sales areas
- Dealing with unsubscribes and updating records
- Liaising with other departments ensuring a seamless approach to our process
- Covering membership department inbound queries when they are busy

Key working relationships:

- Members/stakeholders
- Colleagues
- Potential members/stakeholders

Job Requirement / Skills

- Good communication
- Understanding of membership and products
- IT skills
- Organisation skills
- Ability to work as part of a team and independently

Education / Experience:

- Business Development
- To have an all round good standard of education