

Job title

Sales Development

Company name and postcode

Global Doors, WF5 9SQ

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Working under the direct supervision of the Head of Sales, you will be involved in all aspects of the (new business) sales function, with most of the time focused on trying to identify potential new customers through a variety of means such as cold-calling, LinkedIn, and email.

Speaking confidently on the phone should be second nature as will form a large part of day-to-day responsibilities, as will the ability to communicate effectively in writing.

The role will also involve various administrative tasks related to both the sales and marketing functions of the business. This would include using and updating our Customer Relationship Management (CRM) system, ZOHO, as well as our other sales records.

It will also involve updating e-shot data lists, incoming customer enquiry logs, encouraging existing customers to provide us with reviews and testimonials and much more. Prior knowledge of CRM or similar systems is not required, albeit a good working knowledge of all Microsoft Office programs (Excel, Word, and Outlook) and LinkedIn would be a great advantage.

Responsibilities:

Updating sales and marketing systems and records, including ZOHO, Microsoft Excel, incoming customer enquiries log, e-shot marketing lists and more.

Identifying sales opportunities from new and existing customers through desktop research and a variety of other direct (cold) approaches by phone, LinkedIn, email and more.

Contacting previous customers to update with current offers. Asking customers for online reviews (Google, Trustpilot and more), testimonials and other feedback.

Coordinating with other internal team members as required.

Completing other tasks as required to support the sales and marketing function and the broader business.

Company Overview:

We are a leading specialised manufacturer of made to order sliding wardrobe doors. We have a skilled workforce with both manufacturing and business operating roles. For over 25 years we have built our business into a company that is able to offer a full range of storage solutions to a wide target audience. We offer our solutions through our 3 key brands New Build Interiors servicing the property development and commercial to residential market. The Tresana Collection is sold through our showroom partners who sell directly to the end-user and finally, our Simplicity range caters to the need of the smaller developers, local trade people, and fabricators. We also offer component purchases in small and bulk sizes orders.

Important note: This role is a new, part-time job that has been created for six months as a Kickstarter Scheme Job Placement with the intent to help a young person become more employable. Long-term employment is not guaranteed; however, there is a possibility that the successful applicant could be offered a full time, permanent position by undertaking a relevant apprenticeship on completion of the 6 months. The successful applicant will be provided basic training for the role, on the job, as well as training which will help with future employability.

Essential skills, experience and qualifications (please do not use bullet points)

No prior experience is required, but candidates must meet the eligibility criteria for the Kickstart Scheme Grant.

Must be self-motivated, determined, capable of working from own initiative and hard working.

Must have excellent written and oral communication skills and communicate and build rapport with people at all levels.

Must be highly organised, be able to manage multiple tasks and prioritise workload.

Must be punctual, reliable, and professional.

Preferred good knowledge of Microsoft Office Packages (Excel & Word).

Preferred interest in pursuing a career in sales.

Job category (DWP use only)

Number of hours per week

25.5

Working pattern and contracted hours (including any shift patterns)

25.5 hours a week over 5 days

Hourly rate of pay

NMW