

## Job description – Senior Sales Representative

(Closing date for applications 2<sup>nd</sup> October 2020)

<b>Job title</b>	<i>Senior Sales Representative</i>
<b>Reports to</b>	<i>Sales Director</i>

### Sitemark's purpose & values

**To provide revolutionary thinking to facilities management & people's work environments so that organisations achieve excellence**

We always:

Optimism: look for the positivity and possibility in all situations

Ambition & determination: endeavour to exceed expectations in all we do

Recognition & responsibility: recognise and celebrate individual and collective achievements

Personal development: promote and encourage personal growth and fulfilment

Ecology: follow sustainable and ecologically minded practices

Humour: laugh with people and inject fun into our internal and external partnerships

Creativity: dare to challenge conventional ideas and think from a different perspective

Trust & integrity: will do what is right, in all that we do

### Job purpose

This is a key role in achieving our ambitious customer acquisition and revenue growth objectives through building relationships and developing business at a senior and executive level with large corporate clients.

Work in small, fast-paced team environment to identify, acquire and develop new business from UK markets, re-engage lapsed customers and take part in other business generating campaigns, in order to meet the budgeted sales, revenue and product targets agreed with Sales Director.

### Primary Duties and responsibilities

With responsibility for promoting and selling the full range of Sitemark benchmarking services and with an immediate focus on the Sitemark, Covid-19 Workplace Hygiene Programme (WHP).

The primary duties and responsibilities include:

- Engaging and converting new and existing corporate clients from marketing activity developing business across the full range of services
- Sourcing new sales opportunities through outbound and inbound lead generation activities, including cold calling, networking, use of social media and emailing from the Sitemark company database and other online searches, identifying key players and generating interest for the WHP Programme.
- Increasing the number of active high value UK customers.
- Building senior level relationships from outbound cold calls, sales leads, meetings (in person and on-line) and emails
- Understanding potential corporate customer needs and requirements
- Preparing accurate, effective sales quotations, marketing communications and sales correspondence
- Responsibility for the entire sales process through to service delivery
- Working with channel partners to build a pipeline and close deals

- Performing effective online and face to face presentations to prospects
- Meet activity, customer acquisition and revenue targets as agreed with the Sales Director.
- Update and maintain daily activities within Sitemark systems (ACT CRM, Excel spreadsheets, Monday.com etc.)

### **Additional Duties and responsibilities**

Where requested by the Company, the role will require travel to meet clients or attend Trade Shows

### **Qualifications / Role requirements**

- Qualified to Degree Level or equivalent
- Additional – A nationally recognised sales qualification or equivalent would be desirable
- Recognised Facilities Management qualifications and/or memberships would be desirable
- Proven senior and corporate level sales experience in a B2B sales role selling services to the Facilities Management or property management sectors is essential.

### **Personal Attributes and skills**

- Track record of over-achieving target based quotas
- Proficient with managing your performance and productivity
- Confident in the use of web presentation tools
- Experience working with ACT CRM or similar CRM
- Excellent verbal and written communications skills – confident working at a senior/executive level
- Confident networker – both face to face and via social media channels
- Strong listening and presentation skills
- Ability to proactively prioritise and manage time effectively
- Evidence of developing long term, high value business relationships
- Self starter, high levels of motivation and a desire to succeed
- High levels of professionalism and a passion to make positive improvements in Facilities Management
- Positively influence and persuade key decision makers
- Well-presented and personable.
- Excellent interpersonal skills, especially questioning and listening.
- Ability to interact with clients on a corporate, strategic, operational and technical level.
- Flexible and adaptable - able to manage changing requirements and situations.
- Able to travel domestically if required.
- Able to follow processes and procedures reliably.

### **Physical requirements**

The role is full time (although reduced and flexible hours may be considered for the right applicant) and is a flexible role with a balance of home and office working.

There are no specific physical requirements for completion of the role

### **Direct reports**

There are no direct reports to this role

Applications by CV to: [careers@sitemark.co.uk](mailto:careers@sitemark.co.uk)