

<p>Job Title: Sales Executive</p>
<p>Reports to: Head of Commercial and Business Growth</p>
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Sales of membership, sponsorship, services and events • Promotion of member services • Engaging participation in Growth Hub support
<p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Working with and reporting to the Head of Commercial and Business Growth to develop membership position and use of member services and Growth Hub services • Selling Chamber membership, sponsorship, services and events, delivering against sales and income • Encouraging participation in Chamber activities by businesses, including Growth Hub support • Raising the profile of the Chamber and Chamber brands (including Growth Hub), including services and added value benefits with the business community • Assisting with development of strategies for engaging with the business community/relevant stakeholders • Promoting participation in business improvement activities • Membership retention including renewals and lapsed members • Undertaking other activities as required to support the work of the Chamber <p>Planning and Organising:</p> <ul style="list-style-type: none"> • Overall management and reporting against set targets • Organising robust monitoring and reporting arrangements • Management of own time and activities <p>Decision making:</p> <ul style="list-style-type: none"> • Decision making with regard to the job role within the guidelines and ethos of the organisation <p>Internal and external relationships:</p> <ul style="list-style-type: none"> • Developing and maintaining effective working relationships with the rest of the Chamber team • Developing and maintaining good, effective relationships with member businesses and potential members, the wider business community and wider partners • Developing and maintaining good relationships with stakeholders as relevant to the job role • Customer relationship management and managing customer expectations
<p>Knowledge, Skills and Experience Needed:</p> <ul style="list-style-type: none"> • Demonstrable experience in business development & sales in a business environment • Experience of operating in and engaging with business at a senior level • Robust negotiation skills • Ability to develop and maintain effective relationships with a wide variety of organisations • Experience in planning, scoping and managing own activities • Strong communication skills, for effective promotion of activities both internally and externally

PERSON SPECIFICATION

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COMMUNICATION SKILLS	Essential	Desirable	How Tested
Excellent oral & written communication skills	/		AF/I
Robust negotiation skills	/		AF/I
Ability to develop and maintain relationships with a wide variety of organisations	/		AF/I
QUALIFICATIONS			
Degree level or equivalent relevant qualifications/experience	/		AF
Business or management Qualification		/	AF
WORK EXPERIENCE/JOB SKILLS			
Experience of business development and sales with demonstrable successful track record	/		AF/I
Ability to explain a mix of services and offers effectively and achieve take-up	/		AF/I
Ability to develop relationships and achieve member retention	/		AF/I
Broad ICT competencies	/		AF/I
Sound administration skills	/		AF/I
MANAGEMENT/SUPERVISORY STYLE			
Ability to manage own time and activity on a day to day basis	/		AF/I
Ability to deliver against targets and objectives	/		AF/I
PERSONAL QUALITIES			
Personal drive and enthusiasm	/		AF/I
Ability to work under pressure and to tight deadlines	/		AF/I
Robust, straightforward and target focussed	/		AF/I
Self confident and a quick learner with potential for further development	/		AF/I
Commercial acumen	/		AF/I
OTHER ATTRIBUTES			
Valid UK driving licence	/		AF
Ability and willingness to work flexibly	/		AF/I

How tested: AF= Application Form, I = Interview