

Job Description – Sales Support

Purpose Of The Role

- To contact potential customers to arrange sales presentations of O&M's software and services on behalf of the Business Development Managers and to liaise with potential customers prior to sale.

Accountabilities / Responsibilities

- To contact potential customer to arrange sales presentations of O&M's software and services to individuals and groups.
- To ensure all sales activity is accurately recorded in the O&M's CRM system in a timely manner.
- To ensure accuracy of O&M's CRM system.
- To follow-up any sales leads to maximise sales opportunities.
- To answer queries and assist potential customers prior to sale.
- To carry out any other duties that to support O&M in its marketing activity.
- To generate additional leads.
- Work closely and constructively with Business Development Managers and Senior Management to achieve O&M's objectives.
- To assist other departments where cover may be required.

Skills & Knowledge Required

- Excellent diary planning, time management and organisational skills.
- Exceptional communication skills with the ability to handle objections and respond in a professional way.
- Self-motivated and the ability to support and encourage colleagues.
- Resilience and flexibility when dealing with clients in a sales arena.
- Good IT skills.

Behaviour Skills

- Self-motivated
- Diligent
- Reliable
- Team Player
- Good Listener
- Patient

Remuneration Package

Basic salary is negotiable depending on experience. A commission element is also payable depending on the quantity and quality of appointments secured.

Standard holiday is 20 days per annum with extra days given for long service and between Christmas and New Year when the office is closed. You will also join the death in service scheme which provides cover of 4 x salary.

When joining you will be automatically enrolled into the company pension scheme at the minimum level prescribed by current legislation. On successful completion of your 6 month probationary period the company will contribute up to 5% of your basic salary into the company pension plan, providing you contribute a similar amount.

Further Information

For further information on this role, please contact:

Jon Bunkell

Tel: 01206 222145

Email: jon.bunkell@omsystems.co.uk