

# SALES EXECUTIVE - OFFICE BASED

**Department:** Sales

**Reporting to:** Sales Team Lead

**Hours:** Minimum 32 hours a week /Term Time Considered

**Location:** Commerce Road, Lynch Wood, Peterborough

## ABOUT E4EDUCATION

e4education was established in 2001 and over the past 17 years has built up a client base of over 1,700 schools. These are made up of not only primary, secondary, special and independent but also our growing number of trust customers.

It is our mission to help schools succeed by developing software that enhances learning and communication. The education sector has always been at the forefront of our business and we are extremely lucky to be working with some truly remarkable schools.

The education landscape has changed significantly over the past five years. With the changing political landscape comes the change in the ways schools are run, governed and inspected. Our vision is to continue to grow as the leading website design and development provider within the education sector and this role is pivotal to that success.

We strongly believe that a company is only as good as the people in it. We take great care to employ the very best people for our business, ultimately to create and deliver an exceptional experience for our clients. Our teams love what they do, and we believe that makes all the difference. Our company expects hard work and commitment from our staff and in return we ensure our employees feel valued, involved and appropriately rewarded.

## THE ROLE

As Sales Executive you will be expected to introduce and sell e4educations broad range of products and services by making pro-active outgoing calls to potential customers within your sectors and to respond efficiently to those that have enquired with us directly. By working closely with the Field Sales Executive, you will book face to face meetings where required, create informative and relevant proposals to send to the client and work both independently and as a team where suited to successfully close each opportunity. You will have set revenue and productivity targets to meet in line with the company's objectives which will be communicated quarterly through your line manager.

## ABOUT YOU

You are an enthusiastic and confident person who has bags of energy, loves speaking to people and thrives on seeking out and identifying new opportunities. You are an excellent team player, passionate about winning and works well under pressure.

## WHAT ARE THE KEY RESPONSIBILITIES

- To pro-actively identify and approach new opportunities and revenue streams within your dedicated sector
- To respond quickly and concisely to incoming enquiries
- To work closely with the Field Sales Executive to create and deliver a proposal to each customer that meets their specific requirements.
- To make recommendations on and actively follow up marketing activities
- To be able to effectively demonstrate the benefits of e4education's products and services
- To be confident in negotiating prices and packages
- To be able to liaise and work effectively alongside other departments within the business
- To keep abreast of, and understand the markets in which e4education operate

## WHAT ARE THE KEY ACCOUNTABILITIES

- To manage pipelines to ensure sales revenue targets as set by your line manager are achieved
- To make the required number of outgoing customer contacts per day to achieve kpi's
- To ensure all written correspondence is professional, accurate and grammatically correct
- To ensure product knowledge is always up to date
- To keep the company's CRM system up to date and process data in line with our policies
- To maximise the sales potential from each prospective client
- To maintain excellent working relationships with all departments within the business

## WHAT CAN YOU BRING

- Excellent communication skills
- Self-motivated
- Confident
- Target driven
- Persuasive yet patient
- Well organised
- Have a positive attitude
- A true team player

## YOU WILL RECEIVE FROM US

We have a great working environment with a calm atmosphere. Company social events, regular fund-raising activities, a fantastic break out area, monthly 'lunch-on-e4e', an extra day off on your birthday are among some of the things that makes working at e4education a must.

- Salary: £18-£22,000 plus a generous commission structure
- Flexibility for a work life balance.
- Fantastic open plan office environment.
- Excellent employee facilities.

Other than salary, the following benefits commence on successful completion of the probation period:

- Contributory pension scheme.
- Private medical.
- Commission Structure
- Additional optional benefits.

To apply please send a CV to:  
[hr@e4education.co.uk](mailto:hr@e4education.co.uk)