## Overview

Type: Permanent – 27.5 hours a week

Location: Vision House, Bedford Road, Petersfield

Department: Marketing

Reports to: Bliss Christopher-Brearley (Marketing Manager)

Salary: £11.30 per hour (£25k pro-rata)

## Job Purpose

Builds relationships with customers using excellent communication skills to ensure the Bellsure sales pipeline is kept fresh and relevant; to ensure that our customers think of Bellsure first and foremost when they are considering amenity range requirements for their projects.

Ultimately, will need to deliver a certain number of sales enquiries from a mix of contract award notifications and construction project leads.

## Personal Attributes

* Pro-active
* Customer focussed
* Resourceful & innovative
* Ability to plan well and work under pressure
* Accuracy
* Motivation & Tenacity
* Initiative
* Positive attitude and good relationship builder
* Customer service skills

## Key tasks & Activities

* Appointment setting and business development tasks
* Focussing on progressing stage one projects in the CRM/Sales cycle through to enquiry stage (three).
* Maintain an understanding of Bellsure products and services
* Meeting and exceeding KPI’s
* Accurate and efficient data entry