Job Description: Internal Sales Executive

JOB TITLE Internal Sales Executive

LOCATION Egham

HOURS 37.5 hours, Monday - Friday

REPORTS TO Operations Director

KEY ACCOUNTABILITIES

Focus on New Business opportunities, 50% of workload and GP
Development and maintenance of house accounts and network business, 50% of workload and GP
Responsible for day to day sales activities, fully utilising the Cargowise quotation tool, Salesforce CRM platform, and all lead gen tools

KEY CONTACTS

UK & Ireland Sales
Inside Sales team

SKILLS

Excellent communication skills
Ability to interact at all levels
Sound understanding of freight forwarding operations and logistics capabilities
Excellent presentation and questioning skills
Commercially focused and driven
Solutions oriented and innovative

QUALIFICATIONS AND EXPERIENCE

Minimum 2 years experience
Higher professional education

SEKO Intelligence Delivered

YOUR TASKS AND RESPONSIBILITIES:

Ensure that all leads generated and supplied through the pre sales team are contacted on the day of receipt, with status updates complete.
Ensure that all calls made are recorded in the CRM, with full call notes.
Source new leads and record them in the CRM.
Develop New Business working on own initiative, in line with GP targets.
Follow up on sales leads and any quotes provided to clients.
Build a strong sales pipeline through salesforce with a well-developed portfolio of clients, ensuring that GP forecasted is recorded accurately.
Manage Existing SME Accounts within the specified region ensuring they are happy with SEKO service provision.
Complete and source rate quotations for all New and Existing customers on a daily basis, work alongside operation and commercial teams to maximize profit etc.
Make external appointments where appropriate for the Commercial/Managing Directors.
Build good internal relationships with business managers and be able to discuss & agree how customers can be effectively supported and developed.
Meet with the senior Directors / Managers on a regular basis and review all areas of sales and service delivery activity to ensure the smooth running of existing accounts and the implementation of new ones.
Actively look for ways to increase margin as per company key focus areas and in line with company and market trends.
Ensure all Seko accounts are regularly reviewed and applicable charges are in line with market and prevailing company guidelines.
Uses interpersonal skills to create and sustain effective relationships with business parties (e.g. suppliers, joint venture partners, industry groups) and colleagues. Be open to business approaches that meet mutual goals.
Focus on identifying and understanding each customer ' s needs.
Express and acts on desire to assist customers in an efficient and friendly manner with a view of obtaining new business.
Understands business principles and language, including the fundamentals of finance and profitability. Uses this understanding in a way that contributes to Seko Logistics performance and profitability.
Completes a minimum of 1200 outgoing quotes per annum.

I understand and agree with the above job description.

Date: _____

Name: _____

Signature: _____

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