

Job Description: Business Development Executive

Permanent

Full Time

Location: Sale/Working from Home

Salary: 25k – 30k (depending on experience)

Reports to: Senior Manager – Sales

Overview

This role is at the forefront of our business with responsibility for driving the success of TQUK through proactive engagement with potential and existing customers across Awarding and End Point Assessment.

Business Development Executives are the conduit to our Centres, linking our Organisation directly with our centre contacts to ensure exceptional relationships are upheld.

Working closely alongside other teams across the entire business, they will promote TQUK as the credible, innovative and support focused Awarding Organisation and End Point Assessment Organisation that it represents and create a long-lasting partnership.

The role requires somebody with confidence and an outgoing nature, comfortable in conversing with customers and partners from a range of backgrounds, sectors and with different interests and motivations.

Excellent organisation and attention to detail are also a must-have.

Business Development Executives should thrive in a competitive, success driven environment, meeting and exceeding targets across their allocated accounts, utilising effective sales pipeline management and engaging centres through meetings and demonstrations.

Key responsibilities

- Maximise the short- and long-term sales of TQUK's products and services within your responsibility.

- Making targeted, outbound calls and organise meetings to prospective and existing centres to generate leads and opportunities as part of campaigns and sales strategies.
- Handling sales leads from the Business Development Officer to maximise sales opportunities.
- Researching and qualifying leads and opportunities, understanding the wants and needs of the customer and creating solutions by utilising TQUKs range of products and services.
- Maintaining accurate, comprehensive records of all sales activities within the CRM system.
- Supporting TQUK Centre, making regular contact, arranging meetings and providing remote sales demonstrations
- Capturing and reporting intelligence that may inform our future Sales and Marketing campaigns

Other responsibilities

- Developing and maintaining an understanding of TQUK internal processes, especially those related to the customer journey.
- Maintaining in depth knowledge of TQUK products and services, competitors and the awarding and EPA industry overall
- Maintaining an in depth understanding of regulatory requirements associated with own area of work across Awarding and End Point Assessment
- Liaising with the service team to facilitate a smooth on-boarding process
- Undertaking other duties considered within your skill and competence to assist the smooth running of the business as required
- Championing the organisation values at all times to model behaviours to wider team staff.

Key requirements

- Have excellent verbal and written communication skills
- Be organised and able to prioritise your workload
- Be comfortable working towards and being accountable for performance against targets
- Have a proven track record, with demonstrable successes of account management

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a “can do, will do” attitude
- Be well motivated, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business