



## Junior Sales/Business Development

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- Central London
- Job type: Permanent, Part-time, Full-Time
- Reference: 3428767899

### **The Company:**

As an established Managed IT Services company providing IT hardware and software solutions, we pride ourselves on our exceptional technical capabilities complete with full accreditations and great partner relationships with leading IT vendors. Focusing within the SMB marketplace we are able to offer reductions in business costs and improving business efficiency. By creating and maintaining close relationships with our customers, we are able to fully understand a business's requirements and offer them the best solution at the best possible price with all of our technical experience and expertise included.

### **The Role:**

The primary role of the Junior Sales/Business Development assistant is to source and obtain new business within the SMB market, selling services and partnering products to consumers within various industries throughout England. Junior Sales/Business Development assistant is responsible for creating meaningful opportunities and successfully navigating through entire sales cycle to close. This individual will develop his or her own pipeline through the creation of a thoroughly thought out business plan, approved by company Directors. Salient aspects of the role will be to:

- Develop networks to create new business opportunities
- Utilise the company's database to generate new business opportunities
- Help with campaigns when promoting certain products.
- Follow up on these campaigns and work on possible leads
- General IT operations Support and Assistance
- Create, schedule and issue service delivery management reports to clients and turn technical notes into customer facing commentary and recommendations.
- Manage all customer complaints and act as point of contact, organise and coordinate investigations, compose responses and provide this in a timely manner and track results.

- Create customer quotes using 3rd party online tools and if required, contact external account managers to identify best options.
- Ensuring customer satisfaction and retention
- Build relationships with new and existing customers
- Arrange meetings with potential new clients
- Act as administrative support for activities of Networklife Group
- Seek information on client needs and expectations and capitalise thereon.
- Provide support to the Company Director at meetings and events, including attending networking events.
- Possess the ability to bring in new business whilst nurturing existing customer relationships
- Manage Flexibility – the role will require significant flexibility in being able to work across a range of projects
- Possess the ability to work against deadlines using good time management and efficient work patterns.
- Liaising with partners on various projects across all aspects of the company
- Ability to deal effectively with client enquiries.
- To identify and target prospective new customers and develop sales of into all appropriate channels and verticals as well as when directed to existing customers.
- Telephone sales role managing an portfolio via both cold calling and converting warm leads.
- Maintain regular contact with accounts, both via written and verbal communication methods, ensuring that knowledge of the accounts within the company are up to date.
- Updating and maintaining the CRM Systems
- Management of sales opportunities over the phone, with a focus on managing the sales relationship, commercials etc.
- Follow through account opportunities to close on the telephone or through face to face meetings, customer presentations, tender responses etc.
- Own and manage a revenue forecast
- Present sales forecasts, pipeline and bid list for your account base throughout the quarter, demonstrating a knowledge of the business expectations across your customer set..
- Managing Company Social Media accounts and website management
- General Office Admin and Business support
- Attend events and shows when applicable.
- Drive Business Sales
- General Marketing management and support

### **The Candidate:**

- 1+ years of sales experience within the IT Industry is desirable
- Experience in relationship building and social networking as a team player
- Demonstrate ability to help sales growth through the development of qualified opportunities
- Excellent communication skills and ability to build instant rapport with customers
- Strong selling and negotiation skills
- Experience of working in a high-volume, targeted environment

- Excellent IT and software knowledge
- Experience in B2B sales, new business, business development and new infrastructure
- Self-starter with good knowledge of platforms assisting social selling and Experience and skill in making introductory and open-ended discovery calls
- Demonstrate value of and delivery of high quality customer care with their approach to communication.
- Excellent analytical, process and documentation skills.
- Solutions driven, confident and friendly approach in dealing with customers.
- Experience in a Service Management role (Customer facing role) in the IT sector.
- Self-motivated and organized with a strong desire to succeed and grow as we grow.

If you are a Career focused individual - someone wanting to progress within the company, a commercially astute self-starter, well presented and full of boundless energy combined with excellent communication skills - and want to be part of a fantastic IT company then please get in touch ASAP. [hr@networklife.co.uk](mailto:hr@networklife.co.uk)