

Vacancy Application

Vacancy Title	Trainee Sales Executive Apprentice
Vacancy Ref:	VAC000037211
Full Description: <ul style="list-style-type: none"> • Role • Area/ Dept • Responsibilities • Work with who/ which team? 	<p>Apprentice Sales Executives to train and become an integral part of our team.</p> <p>You will follow a detailed training schedule that will teach you how to be a Sales Professional. The training will include;</p> <ul style="list-style-type: none"> • Telephone Sales training • Field Sales Training • Internet and traditional Media Training • How to generate your own leads • How to close your own leads • NLP training (NeuroLinguistic Programming- makes sales so much fun and easier to do) <p>Your typical activities will depend on how quickly you can use the training but within three months we would expect you to be able to do the following activities:</p> <ul style="list-style-type: none"> • Maintaining and developing relationships with existing customers via meetings, telephone calls and emails. • Visiting potential customers for new business. • Making accurate, rapid cost calculations, and providing customers with quotations. • Negotiating the terms of an agreement and closing sales. • Gathering market and customer information and providing feedback on future buying trends. • Representing us at trade exhibitions, events and demonstrations. • Negotiating variations in price, delivery and specifications with your manager. • Advising on forthcoming product developments and discussing special promotions. • Liaising with suppliers to check on the progress of existing orders. • You may also be involved with identifying new markets and business opportunities. • Recording sales and order information and sending copies to the sales office. • Reviewing your own sales performance, aiming to exceed targets. <p>If you know you could make a difference to our sales operations we would love to hear from you.</p>

Short Description: Brief summary of nature of role. This will appear in the search results for the candidate.	Trainee Sales Executive working within a Property Management Company in Northampton
No. Positions Available:	2
Weekly Wage:	£95
Working Week: Please state No. of hours	35 hours Monday – Friday. Flexible hours may apply to assist at events and promotional activities
Future Prospects:	Become a fully trained and qualified Sales Executive
Company Contact:	Yvette Witcombe 01604 736560/ Donna Rowland 01604 736552

Employer Description: Interesting reflection on size location and environment of company	<p>Property Management company based in Northampton which has a highly experienced team of lead generation staff and property.</p> <p>The founding Directors have been actively involved in the property market for over 15 years and are experienced in lettings, operations, sales, marketing, finance and IT solutions.</p>
Apprenticeship:	Customer Service Apprenticeship
Training Provided:	<p>Customer Service Apprenticeship</p> <p>Customer Service NVQ Level 2</p> <p>Technical Certificate</p> <p>Functional Skills</p>
Duration:	12-18 Months
Skills Required:	<p>Confidence</p> <p>Good people skills</p> <p>An aptitude for Sales</p> <p>Dedication</p> <p>Willingness to learn and succeed</p> <p>Initiative</p> <p>Good Team Player</p>
Qualifications required:	None required. Please see skills required for further details.
Personal Qualities:	The role is mainly office based so a good telephone manner is and personality is required. The ability to work in a team is important to us and a full driving licence would be a bonus as for the right candidate the opportunity of a company car is likely within 18 months. But it is not essential as the selling ability is the most important factor

<p>Important Other Information: e.g. Working away, travel, shift work etc.</p>	<p>Standard office hours, from Monday to Friday. Flexitime and shift work is also possible with us as we host events up and down the country and we will expect you to help us with these marketing events and of course you will be remunerated.</p> <p>Performance related pay will be agreed in addition to the £95.00 per week.</p> <p>We will totally support personal development of all our trainees by offering a combination of in-house and external courses, and the opportunity to work closely with experienced members of staff.</p>
<p>Reality Check: e.g. position outdoors, standing all day.</p>	<p>Flexible attitude as flexible working hours are required to cover and assist in events and promotional activity.</p>
<p>2 Specific Questions Employer would like to ask: e.g. what key personality traits make you suitable for the position?</p>	<p>Have you ever 'sold' anything?</p> <p>Is it better to 'talk to' 30 potential customers per day or sell to '1'?</p>
<p>Closing Date:</p>	<p>30/07/2010</p>
<p>Interview Start Date:</p>	<p>06/07/2010</p>
<p>Possible Start Date:</p>	<p>01/08/2010</p>