

## Entanet Job Description Form

Job Title	Sales Consultant
Reports To	Sales Director
Job Purpose	Engage with Channel partners to win new business and maintain existing business with them to increase overall revenue from your Accounts.

### Key Responsibilities:

<ul style="list-style-type: none"> <li>● Establish and maintain a portfolio of Key and Development Accounts as agreed with the Sales Director;</li> <li>● To actively seek ways to sell new services, retain services and generally increase revenue with those Key Accounts in line with company guidelines;</li> <li>● Forecast the level of orders and value of business expected from your Key Accounts in line with company guidelines;</li> <li>● To respond efficiently and professionally to all enquiries and requests from your Accounts;</li> <li>● To efficiently and professionally follow up leads within the timeframe and guidelines provided by the Company;</li> <li>● To generate quotations for your Accounts or request those quotations be generated by a Sales Administrator;</li> <li>● To efficiently follow up quotations to your Accounts and make every effort to win new contracted services;</li> <li>● To monitor your activities and time spent on your Accounts to ensure maximum efficiency in the use of your time;</li> <li>● Update Salesforce Opportunities with any communication with the customer or internal communication with other departments and make any other changes to ensure the open opportunities are up to date at all times;</li> <li>● Maintain a pipeline of Opportunities available to be reported on at any time.</li> <li>● Close Opportunities within Salesforce where the quotation has expired or the Opportunity is lost;</li> <li>● Record all of your customer communications, whether by email, telephone or meetings as activities within Salesforce;</li> <li>● Work with the Sales Administrators to ensure they have clear understanding of customer requirements, quotations, sales orders etc. where they have an involvement with the customer;</li> <li>● Take responsibility for all quotations and sales orders sent to your Accounts whether created by you or a Sales Administrator;</li> <li>● Work hard to achieve your personal targets;</li> <li>● Play an active role in the Sales Team and strive to achieve team targets;</li> </ul>
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- Work in a cooperative and collaborative manner with others in the Sales Team, offering assistance to others where possible and remembering that a Sales Team works best in a positive environment, to play your part in lifting and keeping team spirits and morale high;
- To cooperate and collaborate effectively and in a positive manner with other departments;
- Where you can see improvements in business processes and ways to improve our customer's experience in dealing with us, to actively seek to offer your help and encouragement to make those changes;
- Endeavour to behave in a professional manner and treat others with respect and courtesy at all times;
- To attend and participate in sales meetings;
- To attend and participate in seminars/exhibitions/ customer workshops in and out of normal working hours as and where appropriate;
- To actively promote products and services by participating in marketing and sales campaigns;
- Ensure customer's accounts are operated within Credit Control guidelines and work to resolve payment issues where highlighted by Credit Control;
- Assist customers with complaints or disputes and liaise with the relevant departments;
- Attend all sales training sessions and to take personal responsibility to actively develop sales skills and techniques;
- Keep up to date with knowledge of the Entanet's product & service portfolio;
- Keep abreast of industry developments;
- Wear suitable business attire during all customer contact and in the office;
- Perform any other tasks that may occur from day to day within the department;
- To achieve at least the minimum sales targets as set out in the sales commission scheme;
- To hold high in your thoughts the Values of Entanet and act in a Professional, Personal and Proactive manner.

**Person Specification:**

Requirements	Essential	Desirable
Education	GCSE Maths & English or Equivalent	
Knowledge		Telecoms Channel Industry Knowledge
Experience	Previous Sales Experience	Channel Sales Telecom/Data/Network sales (IP VPN, VOIP, Co-Location) Demonstrable record of achieving/Exceeding Sales Targets
Skills	Good Communication both written and verbal	Consultative Selling Account Development Planning
Personal Qualities	Organised Confident Self Starter Personally Motivated	
Other Requirements (e.g. Driving Licence)	UK Driving Licence	