

Job Description

Sales operative

V1.2

Valid from 21.02.2018

Author(s): Chris Hayes

For internal use only

FRAMA UK HODDESDON	TITEL: JOB DESCRIPTION THEMA: TELE SALES EXECUTIVE AUTOR (EN): C HAYES DATEI: 25.08.2017	
DOK.ID: DOK.VER: 1.1		SEITE 1 VON 5 FOR INTERNAL USE ONLY

Document Overview

The following table shows, in form of a summary, the intention / purpose of this document. All instances (persons), for which this document is intended, have to be listed. The point "Restrictions" shows which points or subjects are not covered by this document. Any points or themes with reference to other documents are mentioned under the point "References".

Document Overview	
Document content / goal:	Job description Telesales Executive
Intended for:	
Restrictions:	
Superior documents:	
References:	
Revisions:	This document has to be revised yearly in accordance to the superior document.

Document History

The following table records all changes that have been made to this document. In the case of small changes (e.g. format, spelling, minor corrections or omissions) the version number after the [.] has to be incremented. For important changes (e.g. content) the version number before the [.] has to be increased.

Date	Version	Action	Author(s)
01.04.2015	1.00	Creation	hayc
25.08.2017	1.01	Update of profile	hayc
01.02.2018	1.1	Update of description	wool
21.02.2018	1.2	Update of job title	wool

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1 Name

2 Position title

Telesales Executive

3 Manager (hierarchical)

Chris Hayes

4 Line responsibility

To sell and promote the Frama product range of Frama UK into new and existing customers.

5 Representation

Act as representative of: Sales Department

Representation: Chris Hayes

6 Targets of the position

To identify prospective customers from both new and user groups for the Frama range of products. To achieve the agreed sales targets via telephone sales and demonstrating the advantages of the products, gains in efficiencies to workflows and processes and therefore cost savings that can be made.

7 General

This is an excellent opportunity to join a fun, exciting and dynamic sales environment.

We are looking for self-starting individuals, able to work independently as well as part of a team. A key part of this role is being able to open doors for new sales opportunities and developing business over the telephone.

The successful applicant will have a strong personality, able to strike up conversations and quickly find common ground with prospects.

Use of a customer relationship management software tool will also require the successful candidate to be very organised and computer literate.

The role will include primarily cold calling, selling directly to decision makers and building a customer base. This will be best suited to a resilient personality with a genuine passion for new business development.

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8 Personal Profile

- Big personality
- Excellent telephone manner
- Self-starter and ability to generate own opportunities
- Results orientated individual showing initiative and responsibility for own results
- Highly motivated with ability to make things happen
- Skilled negotiator
- Team orientated
- Sales experience an advantage

Salary: £18,000 basic salary. £30,000 OTE.

	Name of employee	Manager	
Date:			
Signature:			

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