



Business Development Executive Job Specification

Job Description

To engage with prospective leads from Sales campaigns and book qualified meetings for the Business Development Managers to attend.

Responsibilities

- Contact potential clients by telephone and advise them of our business and how we can help them
- Record and update all activity in our CRM system
- Create an agreed number of new meetings each month
- Book an agreed number of qualified meetings per month

Candidate requirements

- Ideally a minimum of 1 year's sales experience
- Proven ability to learn, understand & articulate the distinct aspects of a company's services and position them against competitors
- An understanding of R&D Tax Credits, Patent Box & Capital Allowances is preferred
- Good knowledge and day to day operational experience of using Sales CRM systems
- Good general IT skills

Objectives

- 20 new meetings a month
- Minimum of 13 meetings a month to trigger bonus of £25 per qualified meeting.

Company Values

- Collaborate with the team to drive performance
- Communicate clearly, openly and honestly
- Treat colleagues, clients & external stakeholders with respect and courtesy at all times.
- Adhere to policy and procedures

We are an equal opportunities employer. We invite applicants to contact us and identify any additional support needs you may have during our recruitment process.