



Covalent Job Specification

Job Title	Sales Executive
Reports to	Duncan Graham
Job Summary	<p>Primary focus; To identify and close new business opportunities within the Private Sector</p> <p><i>There may also be a requirement to work through new business opportunities presented from within the Government & Housing / other public sector areas</i></p>
Role	<ul style="list-style-type: none"> • Understand and manage the sales lifecycle • Manage a personal sales funnel and pipeline utilising salesforce software • Support marketing functions at Conferences, Trade Shows and User Groups, and directly contribute to marketing collateral. • Assist in the development of the sales demonstration sites to a standard which allows the showcasing of the system in its 'best light' and reflect emerging best practice. • Produce proposal documents • Respond to RFQ / RFI / RFPs • Deliver On-site & Web based Product demonstrations <p><u>Product Knowledge</u></p> <ul style="list-style-type: none"> • Maintain detailed and comprehensive knowledge of the Company's product portfolio, including planned upgrades, new applications and product enhancements. • Maintain detailed and comprehensive knowledge of the Company's system, infrastructure and architecture. <p><u>Sector Knowledge</u></p> <ul style="list-style-type: none"> • Gain & maintain comprehensive knowledge of the organisations target market sectors, specifically in relation to Performance, Governance, Risk and Compliance (along with details of relevant regulatory requirements). • Have the ability to gain a detailed understanding of the procurement processes within the target market sectors <p><u>New Business</u></p> <ul style="list-style-type: none"> • Accountable for Private Sector leads (Web, Internal Sales, Trade Shows and self-generated) and perform all sales activities through to closing • Develop professional relationships with the Company's partners with the aim of working collaboratively on new business opportunities • Represent the company in a professional manner • Negotiate commercial terms with customers • Support the contract negotiation process • Work in-line with all company policies / process and procedures



	<ul style="list-style-type: none">• Administration• Maintain detailed and comprehensive information on all opportunities within Salesforce.• Respond to all action points that arise from demonstrations.• Prepare and distribute customer quotations and formal proposals in accordance with company policy• Prepare bespoke demo sites when required• Set up and manage scheduling of demonstrations.
Required Experience & Attributes	<ul style="list-style-type: none">• Experience of new business sales, with the ownership of a sales target.• Self-motivated and highly organised with an ability to problem solve.• Ability to work independently, with minimal management.• Broad understanding of the business context and requirements that organisations have in relation to a Performance, Governance, Risk & Compliance Solution.• Excellent oral, written and interpersonal communication skills with an ability to converse at all business levels.• Confident and driven individual with innate determination to succeed.• Solid computer literacy and knowledge of Microsoft-based office suite and Salesforce.com.• Demonstrated ability to learn new technologies.• Accomplished high achiever with a positive can do attitude.• An ability to adapt to change quickly and fluidly.• Full clean driving licence.

Name _____

Signature _____

Date _____