

Role profile:

Job Title: Tele-appointing Executive

Department: Sales

Reports to: Sales Director

Location: Epsom/home based

Overall purpose of the role:

Peoplesafe pride ourselves in putting people at the heart of safety, helping businesses to prioritise employee safety & wellbeing.

With over 20 years' experience, our state-of-the-art technology, pioneering systems and innovative products have helped to shape the lone working industry. Due to financial and social restrictions caused by COVID-19, there are more lone workers than ever before. Our subscription-based service is already used by more than 300,000 lone and at-risk workers. We service both the public and private sectors across multiple verticals including NHS, Police, construction, retail, home delivery, utilities and transport and distribution.

The role of Business Development Executive/Tele-appointing Executive is a new and critical role that will create sales pipelines in terms of generating appointments with a high standard of quality and contributing volume, quantity, and velocity.

Role Objectives

- New business appointment making
 - Campaign management & dial outs
 - Nurturing and managing the prospect database
 - Creating a call schedule for business management
 - Updating activity and account information into company database (CRM)
 - Data cleansing of company database
 - Undertake any other reasonable tasks as requested by the line manager
 - Recognising the role and responsibilities as defined by the management systems
 - Hitting targets and consistent overachievement of KPI's
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Key Responsibilities

- Responsible for data cleansing and data enrichment of marketing leads to deliver sales appointments
- Drive pipeline acceleration & lead nurturing
- Accurately and efficiently enter customer information into company databases for mailing and campaign purposes
- Maintain all appointment & lead follow ups
- Assists sales colleagues with arranging meetings and sales calls with customers
- Monitor appointment & lead status to ensure sales cycle is followed
- Maintains working knowledge of products and services sold and keeps current on industry developments

Role Experience and Skills Profile

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| Experience | <ul style="list-style-type: none">• Minimum 5 years' experience B2B appointment making with a strong record of over achievement• Ability to demonstrate previous success and experience in an outbound B2B dialling environment• Experienced in working with sales to drive quality leads |
| Skills and qualifications | <ul style="list-style-type: none">• MS Office particularly Excel, Word and PowerPoint• Knowledge of health and safety and framework management a nice to have• Salesforce experience desirable.• Sales and business development experience a nice to have.• Proficiency in CRM (Salesforce) is preferred |
| Personal style and behaviour | <ul style="list-style-type: none">• Confident, organised and have excellent inter-personal skills• Ability to plan personal work schedule and meet deadlines• Strong interpersonal and communication skills• Results oriented |

Please also be aware of and follow the Peoplesafe policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

Peoplesafe reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.
