



JOB DESCRIPTION

Job Title:	Sales Executive
Reporting To:	Commercial Manager
Location:	Euston, London

Purpose of the Job

- To support and facilitate winning profitable business for T-Tech
- Support senior sales team & account managers with pitches, renewals and account admin
- Develop skills for succession planning and career development into new business sales or account management roles.

Main Duties and Responsibilities

- 1 Business Generation
 - a New Clients
 - i) Lead generation through information gathering via phone, social media, research, qualification of the information and management of data in CRM
 - ii) Work with marketing to build, share and create content for lead generation
 - iii) Shadow new business sales to learn skills and develop
 - b Existing Accounts
 - i) Identify opportunities for additional business within designated existing accounts, helping AM's to achieve targets and manage accounts effectively.
 - c Support the preparation of sales bids and requests for information, liaising with the presales specialists
 - d Support sales cycles, including presentations, meetings with key stakeholders, negotiations and closing business.
 - e Assist the teams delivering new business and account management revenue and profit targets.
- 2 Support Sales team in the following tasks:
 - a Client Take-On: Work proactively to conduct a smooth handover from incumbent to T-Tech
 - b Client Development: Support management of renewals and contracts to ensure we gain profitable renewals and are proactively meeting client requirements.
 - c Project & Service Delivery: Support and learn about the delivery of projects and Service delivery to clients to ensure a better experience of all customers.
- 3 Training
 - a Learn and practice the sales methodology
 - b Understand and actively seek to learn about T-Tech's service offering and Technology in general.
- 4 Common Responsibilities:
 - a Maintain up to date knowledge of T-Tech's operational procedures and Employee handbook and comply with the requirements
 - b Work collaboratively with team members
 - c Participate fully in company-wide initiatives
 - d Undertake other duties as may reasonably requested by management

Person Specification

Education / Qualifications

- At least A level or equivalent



- Likely to be degree educated in a business or technology subject

Knowledge and Experience

- At least one year's experience in B2B sales or customer service
- A variety of holiday work experience in different industries/ companies

OR, if not degree educated, at least 4 years' experience in a B2B role, of which at least 2 years should have some sales element

Personal Qualities and Competences

Excellence Needed: Vital to role

- Customer Service
- Strong Oral and Written Communication
- Working under pressure
- External Representation
- Negotiation
- Commercial awareness
- Influencing & Persuasion
- Strategic Thinking
- Build and Develop Networks

Needed consistently: important to the role

- Quality Focus
- Research & Evaluation
- Problem Solving
- Attention to Detail
- Decision Making
- Multi-Tasking

Needed at a basic level: helpful to role but not essential

- Leadership of Others
- Design and Implement Process

The Company

What we can offer you

- Competitive salary depending on your experience and skills
- Medical Cash benefits
- Pension after 3 months of employment – T-Tech will match employee contributions up to 4% of salary
- Life Assurance
- Income Protection
- Learning environment working alongside experts in the latest technologies
- Special focus on training and development



- Social committee that organises quarterly social events (karting, bowling, pizza evenings and other exciting events)
- A vibrant London office
- Exceptional career progression opportunities

About T-Tech

T-Tech is one of the fastest growing IT Consultancy, Support and Cloud Services providers in the UK, serving small and medium-sized businesses. Our customers demand and deserve great proactive service and responsive support. We understand how important it is to optimise day-to-day operations and we help our customers embrace innovation and drive growth. We do that by showing them how to cut risk, improve productivity and leverage IT to gain competitive advantage. At T-Tech, we're about keeping UK business up and running, resolving problems quickly, providing personal attention and providing our customers with reliable IT support when they need it.

Our company focuses on 5 areas of service Business Consultancy; IT Support; Technical Consultancy; Security; Cloud & Networks.

T-Tech has created a working environment that is personally and professionally challenging and enjoyable. At T-Tech you will be joining a talented team that values your input and knowledge. We are looking for highly motivated, talented individuals to join us in realising our vision.

Our Selection Process

We know that making a job move is an important decision for you, as it is for us. We like to give you a full opportunity to get to know us and what your future job entails through a series of discussions, exercises and interviews:

Initial Phone Screening: This will be a 20 minute informal interview with our HR Consultant to clarify your experience and understand more fully your career aspirations to see how these align with our expectations

First Interview: You will be invited into the T-Tech office for a traditional interview with our Commercial Manager, Lauren Parker-Mitchell. This will typically last 1 hour and you will have ample opportunity to ask questions and find out more about T-Tech

Behaviour Analysis: Prior to Second Interview, you may be asked to complete an online behaviour analysis; this takes about 25 minutes. There are no right or wrong answers to this exercise; it's simply a different way of us getting to know you better and we'll probably use the results as the basis for some of our questioning at second interview. We never reject anyone purely on the basis of their answers

Second interview: This will take about 1.5 hours. You will be asked to prepare a presentation in advance on a given subject. After giving your presentation, there will be a Q&A session and then further time for you and us to ask and answer general questions.