

Job Description

Job Family	<i>Sales Academy</i>
Team	<i>Sales</i>
No of levels/ listing of levels	<i>Standard</i>

Position Title	Sales Associate
Reports to	<i>Team Leader – Internal Sales</i>
No of direct reports	<i>N/A</i>

Position Mission:

- All new members of the sales team will join the Sales Academy for the duration of their induction where they will learn about CIP as a business, its products, services and processes.
- The Sales Associate provides opportunities for the New Business and Existing Business Sales Managers and Account Managers
- The Sales Associate will work on specific projects as directed by the Team Leader which support the company strategy
- The Sales Associate will look to graduate from the sales academy once armed with all the necessary knowledge and skills

Essential Functions Accountabilities:

- To meet all agreed individual targets project by project
- To complete the generic CIP and Sales Induction program
- To assist the Sales team in meeting all agreed sales order and revenue targets.
- Research and qualify leads and opportunities for potential CIP product demonstrations via WebEx and onsite meetings where appropriate
- Provide product demonstrations and presentations to self-generated qualified prospective clients via WebEx
- Demonstrate effective personal time management skills.
- Maintain regular contact and keep accurate records of all communication.
- Provide feedback and suggestions with regard to future product developments.

Experience, Skills and Attributes

Description	Essential/ Desirable?	Trainable?
Excellent written Communication Skills.	Essential	Yes
Excellent phone manner.	Essential	Yes
Basic presentation skills.	Essential	Yes
Resourceful & Agile.	Essential	No
Team Player.	Essential	No
Knowledge of Computers In Personnel solutions.	Desirable	Yes
Understanding of the HR function (structure, key roles & responsibilities, etc.).	Desirable	Yes
General business background with the ability to understand and identify where our solutions may fit.	Desirable	Yes
Able to deal with people at all business levels, establishing and retaining a good rapport.	Desirable	Yes
A hard working and resilient personality looking for a challenge.	Essential	No
PC Literacy & strong IT understanding.	Essential	Yes
Ability to research organisations by sector, location, product type, etc. whilst gaining key contacts.	Essential	Yes
Experience with Microsoft products (Word, Excel, Mind Manager, and PowerPoint).	Essential	Yes
Good questioning and probing skills.	Essential	Yes
Good objection handling skills.	Essential	Yes
Interpersonal sensitivity and empathy with prospective clients and colleagues.	Essential	No
Ability to 'think outside of the box'.	Essential	No
Previous sales & telemarketing experience.	Desirable	Yes
Experience in other IT Systems (for example, Clientele/CRM Systems).	Desirable	Yes