

## Junior Sales Assistant

**We currently have a Sales Assistant role available and seek either someone looking to move on from their current position or a graduate seeking their first commercial role.**

You will assist the Sales & Marketing Director in all aspects of the selling process including:-

- Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
- Visiting potential customers for new business.
- Providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information and providing feedback on future buying trends.
- Representing the company at trade exhibitions, events and demonstrations.
- Negotiating variations in price, delivery and specifications with your company's managers.
- Identifying new markets and business opportunities.
- Recording sales and order information.
- Reviewing your own sales performance, aiming to meet or exceed targets.

The role will often be challenging, varied and exciting.

The most important requirement for this position is your attitude and ability; there are no minimum requirements. However, the company's products are technically complex and you will be required to gain a full and detailed understanding of them.

Graduates with computing, engineering or technology, business/management or modern language qualifications or skills will be of special interest, as will those with work-based qualifications such as NVQs in sales or qualifications from professional bodies such as the Chartered Institute of Marketing, the Institute of Sales and Marketing Management (ISMM) and the Managing and Marketing Sales Association (MAMSA).

### **Skills and interests**

To be successful in this role, you need to have:

- The ability and desire to sell.
- Strong consumer, product and commercial awareness; the company's main product is for use in corporate contact centres so you must have an affinity for technology (both computing and telephony products).
- Good organisational and planning skills.
- Excellent written and verbal communication.
- A confident and determined approach.
- Resilience and the ability to cope with rejection.
- A high degree of self-motivation and drive.
- The ability to work on multiple activities at one time.
- The ability to work under pressure and to deadlines.
- Good attention to detail and accuracy.
- Strong IT skills.
- Self motivation.
- The ability to work both independently and as part of a team.
- Fluency in a foreign language would also be of interest.

### **Hours/Environment**

Ultra Communications is a financially stable and growing company, and has been in existence since 2004. The company is based in Fareham, Hampshire and you will be expected to work from here. The working week is 37.5 hours, Monday to Friday, plus some travel. You may need to put in some overtime on short notice when deadlines are approaching. It is anticipated that your salary will steadily increase as you take on more responsibilities. Time out of the office will involve liaising and building relationships with clients. Driving licence essential.

### **Training**

Initially training will be via shadowing the Sales & Marketing Director receiving one to one guidance as you progress. Thereafter it is anticipated that you will be sent on a series of short external courses. At a later date you will be expected to obtain professional qualifications such as those offered by the Institute of Sales & Marketing Management (ISMM).