



Job Title:	New Client Consultant	Position Code:	QNCC
Department/Group:	Business Development	Will Train Applicant:	Yes
Location:	Virtual – work from home	Travel Required:	Oxford. Client Site
Level/Salary Range:		Position Type:	Part-time (15 hours per wk)
Report to:	Managing Director	Start Date:	April/May

Qualitation exists to help UK manufacturing businesses to improve their quality standards, processes, productivity and efficiency, so they can secure greater sustainable growth and resilience and in doing so, enhance their value and contribution to the UK economy

New Client Consultants will provide a first-class enrolment and sales experience to potential customers, through use of probing and effective questions. New client consultants will play a pivotal role in identifying opportunities from our customer needs and presenting them with our services.

New client consultants should effectively be able to answer all the customer's questions about our range of services and should be able to recommend and complete the customer's sign up/enrolment to a service which matches their current/future needs and desires.

### Job Description

#### Role and Responsibilities

- Speak with prospects to drive product sales and knowledge
- Demonstrates advanced knowledge of the range of services
- Adheres to any and all Company Policies and Procedures
- Set sales appointments with clients; Attend sales appointments with clients if required
- Maintain knowledge of current sales and promotions and policies regarding payments
- Maintain records related to sales and prospecting activities via company customer managing system
- Prepare order contracts
- Attend Qualitation Events to assist the Director and engage with prospective customers
- Follow up with new lead opportunities that come in
- Engage with targeted groups of prospects who are the ideal client for Qualitation.

#### Experience and Education Requirements

Successful candidates will have a proven track record in a target and results driven environment and will be able to demonstrate outstanding negotiation skills and verbal reasoning.

Previous sales and/or customer service experience is an advantage but not necessarily essential.

#### Required Skills

- Highly self-motivated, enthusiastic and a positive can-do mentality

- Must be adaptable and able to flex to the needs of the business and/or customer
- Excellent negotiation and presentation skills
- The ability to network and prospect for new leads and opportunities
- Ability to plan and manage your own workload
- Excellent command of the English Language and strong communication skills
- Dutiful approach to customer interaction
- High level of professional integrity and emotional intelligence
- Excellent time management and ability to keep appointments
- Excellent organisation skills
- IT confident and able to work with an online Customer Relationship Management (CRM) tool.

#### System Requirements

This position is a work from home opportunity. The New Client Consultant is required to have the minimum system requirements at home to ensure suitable performance of their role:

- Own computer / laptop
- Own internet with a minimum download/upload speed of 10/2mbps.
- A good quality head set. (One can be provided for you)

#### Targets

- Company targets are set by the Managing Director and reviewed monthly.
- The current targets may be found in the Sales Addendum to the Company Policy.

Reviewed By:	James White	Date:	14 <sup>th</sup> March
Approved By:	Carl Kruger	Date:	15 <sup>th</sup> March
Last Updated By:	CK	Date/Time:	15 <sup>th</sup> March 16.27