**Job description**

**Are you an ambitious and driven Sales Administrator who is looking for an opportunity to grow and develop into a sales/account management role?**

**This is an exciting time to join this growing group of businesses where you will build a portfolio of Export accounts with a keen eye on customer reactivation and new business. A background in the pet industry would be preferred but is not essential.**

**This is a fantastic opportunity to move your career to the next stage in a fast-growing, forward-thinking group of companies.**

**Responsibilities:**

**· Build a portfolio of Export accounts, delivering budget results by re-engaging customers and onboarding new accounts to achieve targets**

**· Understand existing clients & their current portfolio, identifying opportunities to growth**

**· Comprehensively promote the company’s existing product range and bespoke private label services to all current and prospective export customers**

**· Deliver sustainable profitable growth for existing & new customers, taking the lead on customer management, lead generation and conversion of new business**

**· Accurately document customer meetings/quotes and establish rigorous follow-up mechanisms to maintain momentum and close sales deals**

**· Establish and maintain a weekly contact schedule**

**· Build customer loyalty and develop knowledge of their business activity, highlighting potential products to strengthen the company’s portfolio**

**· Analyse sales performance trends and react accordingly to any lost and/or threatened business**

**· Maintain project pipeline to effectively inform supplier negotiations and purchasing planning**

**· Seek and report any competitive insight to inform strategy and purchasing/pricing tactics.**

**· Understand your assigned annual budget and how this impacts each customer portfolio, tracking progress and reacting to threats**

**Requirements:**

**· Previous experience in sales assistant / business development role is required.**

**· Good knowledge of developing export business and dealing with international customers.**

**· Ability to confidently organise, plan and execute sales strategies.**

**· Self-motivating, diligent, and driven.**

**· Strong communicator with exceptional negotiation skills.**

**· Highly proficient in literacy, numeracy, and IT**

**Job Type: Full-time**

**Pay: £26,000.00-£30,000.00 per year**

**Benefits:**

* **Casual dress**
* **Company events**
* **Employee discount**
* **Free parking**
* **Referral programme**

**Schedule:**

* **Monday to Friday**

**Experience:**

* **Sales: 5 years (preferred)**

**Licence/Certification:**

* **Driving Licence (preferred)**

**Work Location: In person**