York EMC Services Ltd Job Description

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Job title: Sales Coordinator (Internal)

Primary Location: Castleford with occasional field sales trips

Summary of function: Customer account management maximising revenue/retention/growth.

Reports to: Sales & Marketing Manager

Main responsibilities (this is not an exhaustive list):

Maintenance of regular, structured contact with existing/potential customers
Maximisation of retention/revenue/growth
Coordination of quote production
Coordination of quote follow-up
Prospecting for new business
Order processing
Database entry and maintenance
Liaising with and arranging visits for RTSMs as appropriate
Calling leads/prospects (including cold calling)
Customer care collection/coordination/collation/analysis/reporting
Income forecasting
To perform any other duties which may reasonably be expected of the postholder
To ensure that he/she carries out his/her duties in accordance with all YES policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

Reporting staff: Nil

Desired experience:
1 year's experience in a technical sales environment

Desired qualifications:
2i degree