

# **Sales Executive**

## **Websites for Schools Limited**

Job type: Contractor (22.5 hours per week) term time only  
£22,000 pro rata + commission (OTE £27,000)  
6 month contract possible on going  
Home-based but includes travel expenses

### ***Job profile***

This is a part time new business development role. The Sales Executive will sell website solutions to schools within the private and public educational sector.

Key responsibilities include:

- contacting and visiting potential customers to prospect for new business
- negotiating the terms of an agreement and closing sales
- gathering market and prospect information to maintain a database of leads within local schools
- representing the organisation at trade exhibitions, events and demonstrations
- negotiating variations in price, delivery and specifications with managers
- advising on forthcoming product developments and discussing special promotions
- recording sales and order information
- reviewing own sales performance, aiming to meet or exceed targets
- gaining a clear understanding of schools' businesses and requirements
- making accurate cost calculations, and providing customers with quotations
- feeding sales intelligence back to employers.

### ***Candidate profile***

The ideal candidate will enjoy a proactive approach to sales whilst both in the office and out in the field. You must have excellent time management and organisational skills, and be able to both generate and follow-up your own leads.

A background in education is preferred, as well as an interest and experience of using the internet. Good Microsoft Excel skills and experience using a Content Management System (CMS) to manage content on a website would also be beneficial.

### ***Company profile***

Websites for schools was setup to create great websites for primary and secondary schools. The company has created a website package that provides schools with a professional looking website that they can manage themselves using a user friendly Administration website. The product has been in development for over 2 years and has recently launched. For more information visit [www.websites-for-schools.com](http://www.websites-for-schools.com).