



## **JOB DESCRIPTION**

**DEPARTMENT:** Sales  
**POSITION:** Sales Executive  
**REPORTING TO:** Head of Sales

### **Job Role and Responsibilities**

#### **Role Overview:**

Atlas Communications NI Ltd is looking for a dedicated sales professional. The kind of person who won't be satisfied until their initiative and drive are really making things happen.

As a Sales Executive you will achieve high sales targets from your customer base by using your in-depth understanding of customers and market developments, so as to identify and prioritise sales opportunities.

Committed to reaching the pinnacle of sales professionalism, you should be capable of managing complex relationships. You should have a strong telecommunications/ ICT background combined with a sales/marketing acumen with an understanding of the developments in the telecommunications market. Experience of solution selling and at least two years field-sales experience is essential.

You will have accountability for the management and development of key and other accounts in your area.

The primary responsibility of this role is to obtain, forecast, plan and manage key and other customer orders, to turn customer requirements into manageable solutions that meet their expectations and to achieve agreed sales objectives.

#### **To be responsible for:**

- Developing and managing your sales territory for key and other accounts, achieving agreed targets.

- Being the "single point of contact" for customers, within your area, ensuring appropriate communication of the products and services Atlas Communications provide.
- Producing and submitting customer order forecasts of projected sales to the Sales Manager
- Ensuring maintenance and upkeep of the Customer Database to improve sales effectiveness
- Providing all necessary information to ensure that customers orders are processed in an efficient manner
- Adhering to and developing our Business Management System

### **Resources**

- To be responsible for ensuring that all material resources are utilised in a cost effect manner
- To be responsible for ensuring that the need for additional material resources is identified to your Line Mangers as appropriate.
- To be responsible for maintaining a full clean current motor vehicle driving licence to enable the effective discharging of your tasks.

### **Information**

- To be responsible for ensuring that all information is recorded stored and maintained as required.
- To ensure that you provide appropriate information as required both internally and externally.

### **Working Relationships**

- To be responsible for ensuring that you establish and maintain appropriate internal and external contacts.
- To ensure that you develop effective working relationships with your colleagues.
- To ensure that in all areas of your work role you identify and minimise interpersonal conflict.
- To be responsible for ensuring that you work within the policies and procedures of the organisation and that you familiarise yourself with these policies and procedures.
- To ensure that you actively work towards your agreed individual objects and targets as required.

- To ensure that you contribute effectively to the overall objectives of your team and the organisation.
- To be responsible for ensuring that you participate fully in team meetings and encourage the principles of team working and a customer focussed approach within your area of responsibility and work role.
- To be responsible for ensuring that you actively promote equality issues within your area of operational responsibility.

### **Training and Development**

- To participate fully in all agreed training and development opportunities.
- To participate fully in all organisational performance appraisal processes.
- To take responsibility for your own personal and professional development.

### **Other Responsibilities**

- To undertake any other duties as requested by your manager.

**Agreed Post holder:** \_\_\_\_\_

**Agreed Line Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_