

**We are looking to fill this position quite quickly initially covering a member of staff on leave, however there is scope to become a permanent member of the company.**

### **Job Description:**

Company Cards is an established business based in St Helens focused on manufacturing plastic cards and digital print.

We are currently looking to employ a highly motivated Sales and Business Development; this role will be responsible for manage existing customers. They will also be require to work alongside sales and marketing on campaigns, follow leads, generate new business.

Company Cards is a fantastic company, so if you are looking to work for a company that values it's employees and has a great working environment, then this is your opportunity!

The candidate will be offered a trail period of 1 month and an initial contract of three months should their first month prove successful. This position offers the candidate the opportunity to progress into sales and the possibility of advancing their role within the company through account management and business development.

### **About the Role of Sales and Business Development:**

- You will be required to manage a database of current customers
- Process orders
- Dealing with businesses nationally
- Required to assist with marketing campaigns and perform outbound calls
- You will also be required to take on new clients as their official account manager.
- Maintain good a business relationship with them
- You will be working towards the company guidelines and KPT's and targets.

### **Requirements:**

Preferable skills for this role:

- Proactive and driven to achieve results
- Experience with customer interaction would be beneficial
- Sale skills
- Must be a team player
- Proficient telephone etiquette
- Keen to work as part of a small team with direct coaching and support.

An apprentice will be considered, as long as they have some sales experience and are confident with customer interaction and using the telephone. The candidate must also be computer-literate.

### **Benefits:**

About the benefits of this position: –

- Holidays: 20 days plus bank holidays

- Annual company team building day out (October)
- Salary – on application
  
- Working Hours: Monday to Friday 8:00 – 5:00 40 hours per week (8 hrs 1 Hour Lunch, two 15 minute breaks)

**Contact us at [marketing@companycards.co.uk](mailto:marketing@companycards.co.uk) with a covering letter and a copy of your CV.**