



JOB DESCRIPTION

JOB TITLE: New Business Consultant

REPORTS TO: Sales Director

DEPARTMENT: 7fiftytwo

KEY ACCOUNTABILITIES:

Drive to Achieve

- To achieve all annual, quarterly, monthly and weekly sales targets as dictated by the management team
- Optimise all opportunities to sell the services of 753 and of the wider group offering
- Structure daily and weekly activities to ensure targets are met or exceeded
- Gain commitment from clients through regular sales calls and visits
- Ensure that high levels of customer service (to both clients and candidates) are achieved at all times

Relationship Building

- Establish and maintain a professional working relationship with all clients and candidates. Maintain high level of customer service at all times
- Develop a detailed knowledge of the nature and culture of all clients businesses
- Maintain regular contact with candidates within niche marketplace continually assess their needs, establish their availability, give feedback on their performance and actively seek suitable work for them to ensure a quality service is provided
- Establish and maintain good relationships with clients through regular telephone contact, visits and reviewing our service to ensure a quality service is provided at all times

Organisational Skills

- Keep systems up-to-date with accurate and detailed records of clients, candidates and sales in accordance with 7fiftytwo to ensure clients are invoiced accurately
- Plan set periods to focus solely on new business sales calls
- Plan client visits in advance at a mutually convenient time



- Plan set periods for interviewing new candidates
- Ensure that all clients are in possession of the Company's Terms and Conditions
- Take up the appropriate references on all candidates in line with the pre-employment/screening requirements of our Clients
- Provide client management information as requested

Winning the Business

- Conduct sales calls in order to introduce 7fiftytwo services to prospective clients and maintain contact with existing clients in line with weekly, monthly and yearly targets and KPI's
- Build and collate a candidate database in line with the assigned vertical market ensuring that all weekly, monthly and yearly KPI's are adhered to
- Interview candidates to assess qualifications, skills, previous employment and availability – match to suitable vacancies. If no suitable vacancy exists, contact clients in an endeavour to obtain a suitable role
- Arrange and attend visits to existing and prospective clients
- Keep in close contact with existing clients to keep abreast of their needs
- Generate leads from all possible sources including networking
- Obtain full details of all vacancies and understand all of the clients requirements
- Present candidate details to client and arrange interview, where appropriate
- Keep up to date on competitor activity and developments in the market
- Negotiate with clients resulting in a positive revenue stream for the business
- Provide candidates with comprehensive information and instructions on the client to include client address, website, project and business information as part of the interview process