

JOB TITLE: Account Executive Part time – Normally 3 days per week

DEPARTMENT

Sales and Marketing

REPORTING TO

Field Sales Manager

ROLE DESCRIPTION

Field based and reporting to the Field Sales Manager, the role of Account Executive is instrumental in the delivery of Sovereign Health Care's sales targets and growth strategy. You will be responsible for generating sales of the Sovereign Health Care cash plan via face to face promotions at the work places of our key corporate accounts. You will be targeted on the number of new customers you are expected to deliver. You will be given remote access to Sovereign Health Care's systems and need to work effectively with the Key Account Manager. Due to the travel involved you must hold a full, clean and valid UK driving license and have access to a car with unlimited mileage for business use.

ATTRIBUTES

A proven sales professional, you are likely to be already working in this or a related industry and have experience of face-to-face selling. You will have a comprehensive understanding of the sales process (including fact finding, objection handling and presenting solutions) and will be accomplished at adapting your style to meet the needs of the customer. With a commitment to continuous improvement, you will be dynamic in your thinking and will be able to contribute to product and sales process development in order to ensure the continued success of the company. Being field based you must be an excellent self-starter and happy to work on your own and remotely from Sovereign Health Care's office in Bradford. You will also be comfortable working within a team dynamic and be willing to share your experiences and knowledge to further the development of the team and your peers. Excellent communication skills, combined with exemplary time management, organisation and motivation will be the keys to your success in the role.

ESSENTIALS

- Demonstrated ability to deliver sales targets
- Sales performance excellence preferably within a related industry
- Strong client and relationship management
- Commitment to customer service excellence
- A self starter with exemplary planning, organisation and time management skills
- Excellent communication skills with the ability to listen and convey messages in a clear, concise and empathetic manner using the appropriate medium
- Problem solving – the ability to seek relevant information to gain understanding and then present an appropriate solution
- Able to anticipate obstacles and take steps to avoid/mitigate accordingly

- Change orientated – demonstrate a flexible mindset by adapting to and helping to drive change
- Accountability – committed to taking responsibility and ownership for agreed actions and delivery
- Self motivated with a positive attitude
- Competent in Microsoft Office applications

KEY RESPONSIBILITIES

- To deliver agreed sales targets by attending key account worksite promotions.
- To manage and develop the relationships with assigned account contacts to ensure the continued success and harmony of the relationship, involving senior management as appropriate
- To work closely with the Key Account Manager to ensure the delivery of effective worksite promotions on key accounts, giving appropriate feedback where necessary
- To effectively utilise the company's systems ensuring all activity is accurately recorded and completed in a timely fashion
- To have a thorough knowledge of product benefits and company processes in order to be able to present in a flexible and engaging manner that meets the customer needs.
- To ensure you have excellent industry and competitor knowledge
- To ensure all activities are signed-off and compliant with FCA, PRA and data protection regulations and company processes. As an FCA and PRA regulated company, our sales process is information based only and no advice or personal recommendation can be given
- To attend corporate events as required
- Have a personal responsibility and attitude towards health and safety and ensure you do everything to maintain and promote a safe working area
- To manage your own personal development, in line with agreed objectives as part of the development and appraisal process
- To take personal responsibility and accountability, following established departmental and company procedures, and where identified, communicate to your line manager any ideas for improvements or change

You will also be required to carry out any other duties that may reasonably be required of you. This part time role comprises of a three day working week with Friday being mandatory and the other days to be agreed. Due to the nature of the role flexibility around start and finish times is expected and frequent overnight stays are also expected. As the role is field based and involves travel you must hold a full, clean and valid UK driving license and have your own car insured for business use.