
Job Description

IT Sales Executive

Novatia supports our customers' success through our high-quality ICT advice and solutions. To help drive our growth, we are looking for a full time IT Sales Executive to join the team.

Job Title	IT Sales Executive
Location	Winchester Office with hybrid options available
Hours	Full Time, Monday to Friday
Salary	£33,000 OTE

Role Summary

The role will involve working with the Managing Director on all aspects of sales to identify, secure and retain customers.

Close liaison will be required with the marketing, operations and finance teams to ensure that customers and prospective customers receive a high-quality experience throughout their journey with us.

Key Duties and Responsibilities

- Working with the marketing team to gathering market and customer information to identify customer needs – for short, medium and long term.
- Following up Marketing Qualified Leads to nurture potential opportunities.
- Responding to customer queries, liaising where required with the technical consultants and project managers to provide high quality information.
- Creating detailed and accurate proposal documents including directly and as part of formal bid responses to tenders.
- Negotiating terms of sales and agreements and closing sales.
- Liaising with the Operations Director to review and match delivery capacity and upcoming sales.
- Providing input to product developers on suggested improvements to products and services, based on sales and customer feedback.
- Maintaining the CRM and Sales Opportunity database to provide accurate reporting to the management team and Directors.

Person Specification

Qualifications and Technical Skills		
ESSENTIAL A level (or equivalent) qualification	PREFERRED Degree level qualification	ESSENTIAL Competent ICT skills including MS365 (Outlook, Word, Excel)
Experience		
PREFERRED Working in an office environment	PREFERRED Selling IT solutions and services.	PREFERRED Selling to education or main build contractors.

Personal Qualities
Produces high quality work while still being able to prioritise workload under pressure Good communication skills with the ability to take ownership of tasks and meet deadlines Strong moral values and a reliable member of the team Good interpersonal skills to form strong relationships with colleagues, clients and suppliers Positive attitude to work with innovative problem-solving skills