

# Sales Consultant

## Line manager

Commercial Manager – Data Management

## Overall purpose

The Sales Consultant will be responsible for establishing new client relationships, maintaining, and enhancing existing client relationships to enable Valpak's Data Management service to meet revenue targets that are aligned to the department's business strategy. The Sales Consultant will work closely with the Commercial Manager to identify the best service offering for the client and ensure the client realises the benefits of the service.

## Knowledge

The Sales Consultant will have good knowledge of Valpak and all the services it offers, with a particular focus on Data Management. The Sales Consultant must keep up to date with developments within the department and the wider company. They will also gain good knowledge of existing clients and industry needs. They should have the ability to cross sell other Valpak services if appropriate.

## The candidate

A confident person, the Sales Consultant will be able to prioritise their own workload, setting targets and goals. The successful candidate will be a motivated individual who can work well on their own and as part of the team. The candidate will have excellent customer service, negotiation skills and, using the right channels, have the ability to build positive working relationships with customers. The candidate must see the bigger picture and harness ideas and opportunities. They will recognise and take advantage of new opportunities. Commitment and a drive to succeed are essential for this role.

## Key accountabilities

Client Relationships	<ul style="list-style-type: none"><li>Proactively manage the client relationship, seek opportunities and determine a strategy to effectively manage and prolong the client relationship</li><li>Develop and maintain own network of connections with business, trade organisations, and other government bodies</li><li>Maintain client loyalty and commitment through proactive analysis and understanding of the clients' business and industry trends</li></ul>
Operational Management	<ul style="list-style-type: none"><li>Inspire account managers to deliver an excellent operational service to the client</li><li>Work closely with the operational part of the department to ensure smooth handover of new clients.</li></ul>
Business Strategy	<ul style="list-style-type: none"><li>Working with account managers and department managers, monitor client and industry needs to help develop a service offering that if fit for purpose</li><li>In conjunction with the department managers, action the sales / marketing plan designed to ensure all revenue and profit targets are met with reference to resource availability.</li></ul>



# Sales Consultant

- Cross sell all Valpak services into the Valpak membership where appropriate, communicating leads to other Valpak sales teams if necessary
- Ensure that all existing members and prospects are aware of the Data Management service offering
- Continually refresh knowledge and understanding of the Data Management services

## Sales Process

- Generate and prioritise sales leads ensuring that revenue targets are achieved in line with the department strategy.
- Proactively action any new business leads that are identified and provided by other departments within Valpak.
- Prepare and present tenders, proposals, and contracts for Data Management.
- Maintain accurate and concise records of all contacts and reports on the relevant systems
- Co-ordinate, follow-up and close out of all service prospects utilising resource within the Compliance Services department where necessary.

## Experience, skills

- Good communicator with high level of confidence and good knowledge of Valpak's services
- Excellent customer and account management skills.
- IT literate including: PowerPoint, Word and Excel.
- Able to manage and prioritise workloads and work independently
- Excellent written and interpersonal skills
- Must be assertive in sales meetings and able to perform well under pressure.
- Good team worker with ability to lead and deliver projects as required
- Proactive, self-motivated, able to work to own deadlines and commercially aware
- Must be comfortable generating, approaching and developing new sales leads
- Negotiation skills

## Desirable Experience and Qualifications

- Full UK Manual Driving License
- Minimum: Grade C in Mathematics and English GCSE/O Level standard
- Desirable: Educated to Degree level or equivalent
- Telephone sales and negotiation experience

## Contact Us

For more information please call 03450 682 572 or email [careers@valpak.co.uk](mailto:careers@valpak.co.uk)

