

Job Description

Title: Business Account Executive

Summary/Purpose: Responsible for establishing, building and nurturing long term business relationships that generate new apprenticeship starts with new and existing clients to enable Itec to achieve monthly profiled apprenticeship start targets. Play an active part in the selling and endorsement of all Itec services, including across all contracts

Reporting to: Business Account Manager

Supervising: N/A

Duties and Responsibilities:

Specific

- Responsible for generating Apprenticeship starts with new and existing clients through various sales activities, including sales visits, appointments, presentations, networking, mail shot activities, telephone sales, cold calling and following up on leads
- Work with the Business Account Manager to formulate account plans for designated clients within designated client portfolio including targets for customer satisfaction, retention and future sales growth.
- Responsible for maintaining market place knowledge to identify and follow up on new business leads
- Take full ownership of the client from lead generation, managing the creation of the solution, through to apprentice start and development into key account management to ensure our approach drives maximum opportunities from the client.
- Responsible for achieving business profile requirements and sales targets in line with contractual requirements and key performance indicators
- Accountable for dealing with speculative calls, new enquiries, aftercare and client service calls in a timely and professional manner
- Responsible for working and supporting clients in planning their recruitment and training strategy, including planning and manage enrolment, launch events and Induction
- Responsible for liaising with on-boarding team to retain overall responsibility for ensuring all paperwork requirements for sign up of apprentices is completed, fully compliant and manages an effective start to generate income.
- Maintain commercial awareness of business opportunities arising in the local labour market and adopt a proactive approach to business generation
- Accountable for reporting sales activity, data and forecasts weekly/monthly in accordance with business requirements

General

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support organisations core values
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

Person Specification

	Essential	Desirable
Experience & Qualifications	Experience of working in a target driven commercial environment Sales Experience Tele-sales experience Networking skills Presentation and report writing Experience within client relationships management / customer service / sales Full driving licence with use of own vehicle	
Skills	Interpersonal skills Influencing and negotiating skills Written & verbal Communication skills Planning and organisational skills Well organised and structure approach to work Ability to work to deadlines and targets IT Literate	Fluent in Welsh
Knowledge	Good working knowledge of marketing principles An understanding of the local labour and business market place	Safeguarding & Prevent Knowledge and understanding
Characteristics	Self-motivated, self-starter. Flexible in approach. Ability to work under pressure Reliable Enthusiastic Team player Resilience	

NAME _____

SIGNATURE _____ **DATE** _____