



JOB DESCRIPTION

Job title: Inside Sales Executive

Reports to: Global Sales Manager

Staff reports: None

Job purpose:

Focus on maintaining and increasing the sales of corporate and academic accounts.

Primary responsibilities:

- To achieve or exceed the individual account growth target
- To establish, develop and maintain business relationships with current customers and prospective customers to generate new business for the proteomics and genomics product ranges - build and maintain a dynamic sales pipeline;
- To make telephone calls and teleconferences to existing and prospective customers;
- To research sources for developing prospective customers for proteomics and genomics industries and effectively qualifying marketing leads for further sales process;
- To record all the activities and account/prospect information in salesforce;
- To provide an excellent customer service/technical support to customers and offer advice about product and service selection;
- To develop clear and effective written project proposals/quotations for current and prospective customers and negotiate the deals;
- To coordinate sales effort with marketing, sales management, accounting, logistics and technical service groups – communicate effectively internally through your line manager;
- To plan and organise personal account growth strategy and actions plans, be aware of the financial forecast of all of the accounts for this and next financial year.
- Maintain a high-level of scientific and technical knowledge, keep up to date with the new product developments and be aware of competitor products;
- To supply management with oral and written reports on sales pipeline, account potential, potential for new products and services and accurate forecasts on regular basis;
- Any other reasonable task requested by management.

Person Specification:

Essential

- Bachelor degree (or higher) in a Life Science discipline
- Knowledge of Protein Biochemistry and/or Nucleic Acid technologies
- Strong team player

Desirable

- Experience of working with Salesforce or other similar CRM database
- Previous experience of telesales and/or working in an environment speaking to customers over the phone