

## Junior New Business Executive Job Description

Job Title	Junior New Business Executive
Department	Projects Team
Location	Eastbourne, East Sussex. Office based during probation, moving to hybrid if performance dictates.
Responsible to	UK Sales Manager
Hours	40 hours per week 9:00 am to 5:00 pm, Monday to Friday TBC

### Company Info

**Markets:** Security printing and multi-media solutions– examinations, elections, immigration, banking, government departments.

**Products:** Examination certificates, result slips, secure envelopes, scannable registration / answer / mark forms, ballot papers, immigration visas, cheques, registration documents, web portals, online ordering systems.

**Company Strategy:**

The company strategy is to develop existing and introduce new clients to existing products and to develop products to best utilise technology and provide a complete service solution to our clients. The company has invested in the latest technology to keep at the forefront of the market and ahead of the competition. It is our objective to be flexible in the products and services that we provide our clients and to be pro-active in developing our clients' requirements.

### Job Brief

Zunoma are looking for Junior New Business Executive who have basic understanding of B2B new business sales processes and have a fantastic track record of achieving results.

You will target the education, government, and private sectors, proactively managing and growing a new business pipeline, advancing to an 80:20 split of new business (80%) and account management (20%) respectively, responsible for revenue generation advancing initial calls through the sales cycle.

With initially 90% of your time dedicated to outbound sales you will have a hunter mentality and be familiar in identifying and securing new business opportunities in a fast-paced, competitive sales environment.

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## Responsibilities

- Outbound prospecting to given sectors to grow monthly revenues against targets.
- Management of lead generation tools.
- CRM Activity – maintaining all customer records for transparency and reporting.
- KPI reporting – identifying, qualifying, and tracking business opportunities and tracking leads will be a daily task.
- Managing pipeline and targets to provide accurate monthly forecasts to management.
- Attending industry specific events where relevant.
- Monitoring competitive activity and market activity.
- Face 2 face and web meeting when required.
- Maintaining new business customer relationships strategically, to cross and upsell and extend the life of the customer.

We are looking for someone with experience and a passion for outbound sales. With a genuine enthusiasm for, identifying new opportunities, growing a pipeline, and driving targets, you will care about providing a fantastic service to our loyal customers.

If you are looking for an account management role, this is not for you. If you want to get in the driving seat for sourcing, generating, and closing new business, we are excited to hear from you. We are looking for a hunter whose is not scared to pick up the phone and develop new relationships.

## Experience

- Minimum of 2 years current or very recent experience in B2B Sales – print would be an advantage.
- Proven new business development experience.
- Evidence of hitting and exceeding monthly targets and KPI's consistently.
- Clearly demonstrate your ability to build a pipeline of opportunity in accordance with your targets.
- 360-degree sales process experience, (from lead generation through to closing the deal), managing onboarding and building ongoing relationships.
- Ability to manage a full solution sale by cross and upselling existing customers.
- Commercially smart, with experience of monitoring competitor and target activity.

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## Core competencies

- Hard working and methodical – ability to work strategically by planning and focusing on tasks.
- Resilience – ability to keep going when being told no.
- Competitive – target driven and enjoy challenging themselves.
- Self-motivated – Ability to set and achieve own and company goals.
- Commercial acumen – Ability to understand commercial drivers and industry variables.
- Great communicator – able to build trust and enthusiasm through to closing the deal. Brilliant on the phone.
- Problem solver – ability to think around a problem and develop solutions proactively.
- Tenacious – self driven positivity, resilient to knock backs and desire to keep moving forwards.
- Positive team player – happy to take on tasks to promote great business growth.
- Smart – ability to work smarter through better thinking, prioritisation, and time management.
- Organised – proficient in the use of Microsoft suite including excel. Manage all prospects via company CRM.