

Internal Sales Coordinator

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Company: Freight Personnel

Location: Feltham

Category: other-general

We now have an exciting opportunity for an experienced Freight Internal Business Development Coordinator in a busy freight and Logistics department based in Feltham, Heathrow

The key objective of this role is to identify new business opportunities. Cold calling prospective clients, to make appointments for the sales representatives.

Using the sales database, inputting new information to ensure opportunities are maximised. Preparation of quotations, proposals, company literature, PowerPoint presentations and mail shot campaigns. Working as part of the sales team, to feedback market knowledge of rates, products as well as competitor analysis.

Making telesales calls to ensure that there are enough new prospects generated to identify any business opportunities with the target of arranging 8 appointments a week

Assisting with any quotations requested by the sales executive, and logging these onto the sales database whilst building a database of prospects by commodity to send out regular mailshots.

Arranging Appointments for Business development managers to attend, these will be qualified with credit checks, company profile, directions to appointments and client overview form completed with appointment confirmed prior to the sales call.

You will complete monthly sales report on new business gained as well as assisting in the weekly sales reports that your sales executive report to you

Skills and Experience required

- * Cold calling experience required.
- * Time management skills are an essential.
- * Experience of working in a target driven environment.
- * IT Literature, MS office skills, PowerPoint experience essential
- * Product knowledge of different trade lanes and services, within the freight forwarding market
- * Proficiency with sales database.
- * Ability to work as part of a team, developing new product awareness where required.
- * Experience of freight quotations

Package and Benefits

Salary £30,000 circa

Bonus/Commission

Pension - Salary Sacrifice

Life Assurance

Employee Assistance Programme

Occupational Healthcare

Cycle to Work Scheme

25 days Holiday Allowance - 1 service day for every 5 years' service up to 30 days.

Free Parking

Free Refreshments

There are 3 working patterns of either 8-4, 9-5 or 10-6

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