

Sales Executive

Essential Criteria

- Previous experience in a sales role
- Language Experience (at least one of the following languages; Greek, Turkish, Croatian, French, Spanish, German, or Italian)
- Highly motivated and dedicated
- Exceptionally well skilled in customer relations and very high emphasis on customer service
- Very high level of communication skills including listening, written and verbal skills
- Highly organised
- Able to work under pressure to strict deadlines
- Professional presentation and manner

Desired Criteria

- Previous IT knowledge would be an advantage but not essential
- Knowledge of Apple Macs
- Experience in publishing or advertising field
- Current driver's licence (due to location of the office this is required as public transport is not very regular).

Key Responsibilities and Accountabilities:

- Plan, prioritise and action personal sales activities for new and existing, client contact towards achieving agreed objectives
- Manage personal time and productivity to ensure achievement of objectives
- Plan and manage personal business portfolio according to an agreed market development strategy and carry out sufficient prospect generation in line with activity targets
- Maintain and develop existing and new prospect and client relationships through sufficient and appropriate sales methods, to optimise business opportunities, quality of service, business growth and customer satisfaction
- Accurately use company database(s) and systems to update, record, schedule, and administer information according to systems, processes and requirements
- Support sales function when necessary in line with company procedures and protocols
- Develop and maintain sufficient market and competitor knowledge of business area.
- Attend and present at meetings / boat shows with other company functions necessary to perform business and aid business development

Salary will depend on qualifications and experience.

Normal working hours for Sales Executives is 8.30am – 5pm.

