



JOB DESCRIPTION

Position Title:	Senior New Business Sales Consultant		
Department:	Client Device Division	Date:	January 2016
Location:	London		
Reporting To:	Divisional Manager		

ABOUT DTP GROUP

DTP Group is an IT specialist with over 27 years' experience supplying products, services and leading-edge IT solutions to the public sector and some of the largest UK businesses. During these years of trading we have consistently pioneered the latest technology to drive efficiencies and deliver measurable savings.

DTP's specialist solutions divisions are highly experienced. Our expert professionals lead the industry with their vendor accreditations and they excel at designing and deploying solutions that deliver measurable savings against customer's current IT costs, by leading with an innovative Total Cost of Ownership (TCO) analysis approach.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

JOB OVERVIEW

The purpose of this position is to identify, secure and develop new business within either the Corporate or Public Sectors.

Business Development:

The business development element of the role will have measures based on:

- Achievement of your individual and the territories gross profit target.
- Account retention and expansion through developing and maintaining relationships at all appropriate levels including but not limited to specifiers, influencers, decision makers;

- Increased penetration within existing accounts through the introduction of new products and services;
- Quantity and quality of new prospects developed;
- Regular attendance at existing and prospect customer meetings;
- Quantity and quality of proposals responded to;
- Maintenance of the Customer Relationship Management system.

Sales Support:

The sales support element of the role will have qualitative and quantitative measures based on:

- The level of customer satisfaction both internal and external;
- The robustness and efficiency of systems and processes;
- Improvements in quality of service;
- Development of new services.

KEY TASKS

The tasks carried out by a senior external sales consultant vary depending on the nature of the project they are working on, but may include:

1. Achievement of an individual and territory revenue and profit target through the maintenance of existing and development of new client relationships.
2. Achievement of activity targets in relation to marketing, phone calls, lead generation, meetings and maintenance of the Customer Relationship Management system.
3. Active involvement in the mentoring and development of Internal Sales Consultants working within your defined territory.
4. The development and promotion of a programme to support business growth through qualitative and quantitative improvements in customer engagement and penetration levels.
5. Provision of quotations and availability information in support of simple and complex customer requirements, where pricing is based on the best available, and quotations are done in accordance with commercial terms set either by DTP the customer or consortia.
6. The identification, development and successful introduction of new products and services based on a thorough understanding of the benefits to be derived by customer and their business needs.
7. Management of the bid process ensuring the production of exceptional quality proposals in the pursuit of developing existing business and securing new accounts.
8. The identification, development and maintenance of a Target Account List including:
 - a. Proactive identification of new prospects which match the teams core competencies;

- b. Culling of existing prospects which through account mapping fail to match the teams core competencies;
 - c. Maintenance of information contained with the Target Account List (i.e. company name, address, contact number, buyer name and title);
 - d. Identification of information that would support sales and marketing initiatives into the Target Account List;
 - e. Maintenance of all records relating to the Target Account List via the Customer Relationship Management system.
9. Proactive support for the role of prospecting within the Target Account List to ensure proper qualification and subsequent development of that list.
 10. Assistance in the development and follow-up of all one to one communications to existing clients and prospects.
 11. Acquisition of a thorough technical understanding of all products and services offered by DTP through attendance on relevant training courses and events and attainment of appropriate accreditations.
 12. Maintenance of a supportive, professional working relationship with all members of the sales organisation as well as individuals and departments elsewhere within the business.
 13. Contribution towards the upkeep of information contained within the Customer Relationship Management system, including but not restricted to account development plans, forecasts, contact plans and meeting reports.
 14. Overseeing of the timely and effective resolution of customer issues, ensuring that they are kept informed of the status and what actions are to be taken to bring about a resolution.
 15. The development, maintenance and in some cases production of customer/contract specific pricing information for publishing on the website or distribution via direct mail.

DESIRED SKILLS AND ABILITIES

Desired skills and abilities:

The job role is deadline orientated so this will be a key factor in measuring job performance on an ongoing basis. The candidate should be able to work under pressure and meet very tight deadlines whilst maintaining excellence in respect to:

- o Strong organisation skills.
- o Excellent presentation skills.
- o Strong written and verbal communication skills.
- o Keen focus on accuracy and attention to detail.
- o Strong time management skills.



o Well rounded inter-personal/soft skills and confidence to operate with a high degree of autonomy at senior levels within customer and third party organisations.

Desirable Qualifications/Experience:

o The candidate should have at least 3-years' experience in IT Sales.

RELATIONSHIPS

o Reports to: Divisional Manager, Client Devices Division.