

## Graduate Vacancy

Job Reference Code	TGR 1753
Job Title	Graduate Business Support
Salary	£18,000 – £22,000
Location	Northamptonshire
Degree Required	Relevant
Skills Required	<ol style="list-style-type: none"> <li>1. Excellent verbal and written communication.</li> <li>2. A professional approach to dealing with customers.</li> <li>3. Ability to quickly learn about complex and technical / IT products.</li> <li>4. Ability to multi-task and work under pressure.</li> <li>5. Familiar with Microsoft office and a CRM system would be an advantage.</li> </ol> <p><u>Qualifications and Personal Attributes</u></p> <ol style="list-style-type: none"> <li>1. Educated to The Graduate standard</li> <li>2. Ambitious, driven, looking for progression</li> <li>3. An interest in IT products.</li> </ol>
Description of Role	<p>A newly created opportunity for a candidate with a love for technology.</p> <ol style="list-style-type: none"> <li>1. Gaining knowledge of the company's products, including the label products manufactured in-house.</li> <li>2. Deal with sales enquiries from existing customers and new prospects by understanding the requirement, offering advice on appropriate solutions and providing written quotations using the companies CRM system.</li> <li>3. Proactively follow up on all quotations sent in a reasonable time scale so that we have the best chance of securing the business.</li> <li>4. Plan and prioritise sales activities using the CRM system to its maximum capability.</li> <li>5. Where relevant arrange customer site visits to build relationships and further any</li> </ol>

	<p>new business developments (mainly local companies).</p> <p>6. Assist with the processing of sales orders and raising purchase orders.</p> <p>7. Ensure the development of the contact database, ensuring all relevant fields are completed and that the quality of information continuously improves to assist with account management and targeted direct marketing.</p> <p>8. Log non-conformances when appropriate and ensure a good customer outcome.</p> <p>9. Participate at internal meetings and liaise with relevant departments.</p>
Vacancy Availability	February 2018