

JOB TITLE: Medical Courier Sales Executive

LOCATION: Brighton

SALARY: £18,000 - £24,000 dependant on experience

JOB PURPOSE: To plan and carry out direct marketing and sales activities, so as to develop the business of Medical Services to a range of clients, in accordance with agreed business plans.

KEY ACCOUNTABILITIES

- Develop and grow the Medical Courier / Medical Services Business in the London area.
- Selling Medical Couriers and the Medical Services brand to a variety of potential clients from large NHS clients to private companies.
- Maintain and update a computerized customer and prospect database.
- Respond to and follow up sales enquiries by post, telephone and personal visits.
- Occasional support and assistance will be required in the main HQ office.
- Attend training and to develop relevant knowledge and skills.
- Maintain and further develop existing and new customers through planned individual account support and liaison with operational and branch staff as well as Head Quarters supporting departments.
- Attend sales meetings necessary to perform duties and aid business and organisational development.
- Carry out local market research, competitor evaluations and assist with customer surveys.
- Develop ideas and create incentives for local direct mail and marketing opportunities.

SKILLS AND KNOWLEDGE	PERSONAL QUALITIES
<p>Essential</p> <ul style="list-style-type: none"> • Previous sales experience in the medical or healthcare industry. • Presentable, business like, confident and client focused. • Must have clean or near clean driving licence. • Must be an excellent face-to-face and telephone communicator. • Must be adept in use of Microsoft Office 2000 or later, particularly Excel and Word, and ideally Access to a basic level, internet and e-mail. • Ability to relate client needs across to the operational staff in a positive manner. • Must be mature and domestically secure. • Able to understand profit and loss calculations and working within set pricing margins. 	<p>Desired</p> <ul style="list-style-type: none"> • Dynamic and self motivated. • Results orientated with a positive outlook. • Able to demonstrate success and experience managing account customers, contracts or business relationships, particularly achieving genuine sales development. • Competent writer of business letters, quotations and proposals. • Keen for a new responsibility, responsibility and accountability. • Some knowledge of the courier or Medical courier industry.