

Business Development Officer

Salary: £22,000-27,000

Laptop & free secure parking

Hours per week: 37

Schedule: Monday - Friday

The opportunity

As a leading business support service provider to over 500 schools, academies, and multi-academy trusts, we are proud to support our clients in an array of areas to help improve efficiencies and lessen the demands and pressures of their roles. Recently celebrating our 10th year in operation, our company has grown organically and developed a reputable brand in this time.

As Business Development Officer, you will play a critical role in the customer journey. You will effectively handle the sales process from the enquiry stage through to customer onboarding and contract renewal.

You will gain an expert understanding of our range of support services, to help prospects and clients every step of the way. You will be an effective communicator – both written and verbal – as well as proactive, friendly, and driven.

This is a multi-faceted and fast-paced position, requiring the individual to accurately process information regarding our services and pricing to best support the Sales Director, prospects and clients.

Responsibilities

The responsibilities of the Business Development Officer include, but are not limited to:

- Utilising our CRM, handle the sales process from the enquiry or cold call stage through to customer onboarding and contract renewal – effectively communicating with clients via email and/or phone and liaising with internal teams
- Act as the first point of contact for all sales enquiries
- Present and promote our wide range of services – for example, at conferences or in sales meetings
- Maintain extensive knowledge of our service offering and ensure sales proposals and documentation are kept up-to-date
- Provide accurate quotes and produce terms of service and contract documentation for new and existing clients and onboard new clients
- Create written tender responses to bid for sales opportunities
- Use sales reports and data to identify opportunities for improvement

The Successful Applicant

- At least 1 year of sales experience
- Strong understanding of sales
- Strong written communication
- Effective verbal communication
- Ability to work on own initiative and intuition
- Ability to multi-task with conflicting priorities and deadlines
- Highly organised
- Proactive in following up on enquiries and leads in the pipeline
- Ambitious and driven to exceed sales targets
- Friendly and approachable

What We Offer

- An exciting role with a great team who will welcome and support you
- Flexible working to support work-life balance
- Training and development opportunities
- Company events

Additional Information

For informal enquiries, please contact Mia Penny, Head of Marketing at m.penny@saafeducation.org