



Connected systems,
for connected journeys.
www.journeo.com

Sales Support Executive

Job description



Journeo

Delivering connected journeys

Journeo is a pioneering technology group that helps the transport community deliver services with confidence, providing end-to-end solutions that connect millions of journeys, in real-time, every day.

We install, integrate and maintain market-leading technology and infrastructure systems, manufactured by ourselves and our trusted partners, to deliver smarter, safer and more sustainable transport services.

Built on real-world experience and developed in partnership with customers, Journeo's solutions combine the latest systems, cloud software and end-to-end support to deliver the technology behind future transport services.

We are constantly developing and innovating solutions to support our customers' legacy systems, current technologies and future plans, giving their passengers the peace of mind to choose public transport.



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Overview

Job title:	Sales Support Executive
Department:	Sales and Marketing
Reports to:	Marketing Manager
Responsible for:	Sales support and administration
Location:	Journeo Head Office, Ashby-de-la-Zouch, Leicestershire
Salary:	£25,000 - £28,000pa, plus bonus opportunity

The role

Journeo is a fast-paced, innovative transport technology company, with UK and international reach, and we are seeking an enthusiastic and talented Sales Support Executive. The successful candidate will be looking to start their career in enterprise B2B sales and enjoy playing their part across the whole sales cycle, from generating interest and appointments, to preparing quotes and proposals, and maintaining contact with customers.

We need someone with initiative and a cheerful personality who thrives on getting things done quickly and accurately. Someone with good people and IT skills, with the ability to communicate clearly, whether in print, on the phone or online.

The right candidate will quickly adapt to changing situations; they will be determined, organised and flexible, with the ability to take a methodical approach to task completion.

We don't expect them to be the finished article – we will support the right candidate to develop and grow into a sales career. For the right person we can offer a salary of up to £28,000 per annum, plus bonus opportunities, and the chance to join a growing business at a perfect time.

Responsibilities

Primary duties

- Generate sales enquiries from contacting new and existing customers
- Support customer retention by preparing maintenance renewal proposals
- Report on sales campaign success rates
- Maintain accurate customer and contact information, using the company's CRM application
- Create and update quotations
- Prepare proposals, PQQ submissions and support tender returns

Secondary duties

- Maintain and improve sales enablement assets and processes
- Manage tender platforms – details, searches, alerts and response coordination
- Compile order intake reports
- Support marketing activity (where possible)



Personal qualities

- Outgoing
- Approachable
- Strong communication skills in all settings
- Able to prioritise and maintain focus on key tasks

Qualifications and experience

- Good knowledge and practical experience of Office – specifically Word, Excel and PowerPoint
- Knowledge and experience of CRM systems
- Full UK driving licence
- Two or more years' experience in a sales and/or marketing role (preferred)
- Degree-level education (preferred)

Benefits and provisions

- Competitive salary
- Training (In house/courses as required)
- Opportunity for role growth and career development
- 25 days Holiday
- Pension scheme

Application process

In the first instance, send your CV and covering letter to careers@journeo.com.