

Telesales Apprentice Job Description

Job Title:	Telesales	Industry of Position:	Telecommunications
Reporting to:	Telesales team leader/ Managing Director	Department:	Telesales/Sales – Crowthorne Office
Job Type:	Permanent	Hours:	37.5 hours

Qualifications:	C grade or above Maths and English GCSE's
Key working relationships:	All Internal staff Primary and Secondary Suppliers Customers Contractors

Personal Disposition

This role would suit a school/college leaver looking for their first or second job and happy to work for a small growing company. The right person will be outgoing, a quick thinker, a team player, target driven, show a willingness to learn and have good communication skills.

Job Summary

BtL is a rapidly expanding voice and data provider. This is an exciting time for the company, as despite the turbulent economic climate, the business continues to grow and expand, making way for a great opportunity for a telesales apprentice to join the team.

As a telesales apprentice you will be making calls on a day to day basis as well as following up any marketing activities to create leads/opportunities for the sales team to follow up on. This position will also support the Telesales team leader and sales team as required

Key Responsibilities:

1. Generating appointments for the field sales teams on a daily basis
2. Call old prospects and update information details.
3. Developing prospect relationships
4. Proactively cold calling potential customers for leads
5. Grow and maintain prospect data on our internal system to drive sales & marketing activities
6. Support the sales team with any of their requests
7. Support to Sales on Major accounts e.g. order processing, obtaining supplier pricing on ad-hoc quotes
8. Teaming with senior sales staff on opportunities this will involve getting quotes, producing proposals and sometimes amending existing presentations.
9. General office Admin support

NB: Attention to detail, deadline driven and can do attitude a must

General duties/comments:

We require a Telesales apprentice to pro-actively work off a dialler system which automatically dials potential customers. After a 2-3 years, successful apprentices will be securing and working on their own leads.

Equipment/Systems:

MS Office, Excel and Word would be an advantage

Salary & Benefits

Salary: £3 per hour
Bonus £25 per qualified lead
£100 if the lead closes as win
20 Days Holiday
Optional pension scheme
Health Insurance