

Service Central UK, Ipswich



Role:

• Business Relationship Executive - Apprentice

This role is a fantastic opportunity to combine advanced learning with on the job experience in a fast paced industry. The day to day workload is very varied yet focussed on sales and account management to enable the business to deliver great service. The ideal candidate will have the determination and the dedication to succeed. They will be a team player, excellent communicator, tech savvy, and ultimately they will want to grow within the role and the wider business. The role itself comes with a whole host of training and support, from both within the business and external strategic partners, which will enable them not only to develop their personal skills but also give them a full range of industry specific key skills which can be used within our business and in their future careers. Although there is a large element of cold calling we take a very soft approach to sales and rather than 'selling' we are genuinely just asking for an opportunity to "present our business".

Key Responsibilities:

- Assisting with relationships throughout the business, from suppliers to customers.
- Making outbound sales calls.
- Dealing with inbound sales leads.
- Managing current accounts. (with support and training to help them effectively account manage their own portfolio)
- General Office Administration in line with their role.
- Responding to enquiries across live chat, social media, emails, and telephone calls
- Supporting other departments with admin and workload when appropriate.
- Supporting social media within the business.
- Using a range of internal systems including CRM's, portals, and VoIP systems.
- Occasionally supporting our clients with their social media campaigns if they have purchased one of our social management packages.

Salary:

- In accordance with National Minimum Wage for Apprentice but may be higher depending on experience
- You will also be eligible for an extensive commission package too which will see your annual salary increase in line with performance.

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