

## Freelance Sales Consultant – About the role

**Reports to:** Sales Director, Marketing Director

**Hours:** 9:00-17:30 Monday-Friday

(we are happy to consider flexible working subject to successful completion of training and consistent sales performance)

**Location:** Leeds, West Yorkshire

(for initial 3 months, then can be based anywhere)

**Remuneration:** Commission only - Following a three month salaried training period, the position becomes self-employed - with guaranteed weekly payments in place, and a quarterly bonus. Our top agents earn in excess of £40k, with £30k realistically expected within 12 months of self-employment.

## Your duties

- Responding promptly to inbound enquiries
- Consulting with clients to understand their needs
- Preparing quotations
- Guiding prospective clients through the sales process
- Admin – ensuring CRM is kept up to date
- Following up your pipeline
- Prospecting and generating new leads (online, networking, events, etc.)
- Briefing Marketing Director when proposals are required
- Client education, handling objections
- Regular achievement of targets
- Providing excellent customer service
- Managing client relationships, satisfaction and expectations
- Briefing Projects team on client projects in a thorough handover

## What we expect from you:

**Availability and prompt response** – Our office hours are 9-5.30, Monday to Friday. While there is scope for part-time/flexible working in the Sales Consultant role, you are expected to be online and active during these hours while you are training and until you are achieving consistent sales results. When you receive an enquiry or communication from a client/prospective customer, you are expected to respond within 3 hours. Failure to do so may result in the opportunity being given to someone more responsive.

You also need to be available to everyone else in the company when they have queries or other matters to discuss with you. They in turn will help you and support you when you need it.

**Development of client relationships** – We expect you to put time into developing relationships to ensure that customers will buy again and again. You have a year to earn as much as you can from the clients you convert. After this time, they will usually be passed to other members of the team to manage repeat orders while you pursue new opportunities.

**Activity** – A salesperson needs to be active in pursuing new opportunities and managing their pipeline at the same time. Achieving a balance between prospecting for new business and keeping in touch with existing contacts can be challenging, but is worthwhile as it results in a higher conversion rate, and increased repeat orders. With this in mind, we set minimum expected activity levels to benchmark your efforts and help you work towards your targets.

## **We provide:**

**3-months' paid training** – to get you started while you build your pipeline

**Unlimited earning potential** – yes, you read that right! There is no maximum commission payout, and no maximum commission for any single order. The sky really is the limit.

**Extensive range of marketing collateral** – to generate opportunities and help you convert them

**Expert support** – you don't need to be a language or web aficionado, we only ask for your enthusiasm, full attention, and willingness to learn about our industry and way of working.

**A wealth of talent to help & support you...**

At Web-Translations we believe in a collaborative approach to make the most of the talents of each individual. We have developed a team of experts in all the areas necessary to deliver successful localisation projects for modern businesses.

**Marketing Director:** Responsible for promoting the business, generating new leads and strengthening relationships with existing clients, as well as producing all sales literature and proposals.

**Projects team:** Our Project Managers take care of each client project, working to the brief provided by you. It is their task to ensure that work is delivered on time and to a high standard, while keeping both you and the client informed on progress.

**eMarketing team:** Tasked with achieving success for your client's websites after launch, working to specific objectives defined in an eMarketing proposal. This team is involved in the process of proposing and selling search engine optimisation and eMarketing work as well as the subsequent delivery.

**Sales team:** Your colleagues are there to support and encourage you. We advocate healthy competition among the sales team, and also promote the pooling of expertise to increase our chances of converting enquiries into customers.

For more information on the skills and experience we are looking for in a Freelance Sales Consultant, please refer to the Person Specification (available on our website).