

JOB DESCRIPTION

Job Title:

Field Sales Representative

Reports to:

Sales and Marketing Director

Job Purpose:

To support the Sales and Marketing Director in the delivery of The Convey Group Conveyancing Marketing Strategy by effectively identifying and developing Introducer relationships and representing The Convey Group in the marketplace. To support the deployment of marketing initiatives in order to improve and enhance The Convey Group client base and secure long term business.

Key Responsibilities

- To represent The Convey Group and its products in a professional way, both face to face and on the telephone.
- To achieve pre agreed targets and deadlines as set out by the Sales and Marketing Director.
- To identify potential clients and build awareness of our portfolio in the marketplace.
- To build professional relationships with decision makers and actively sell the benefits of all our services.
- To exhibit commercial awareness by maximising on all opportunities and gathering market intelligence.
- To demonstrate the ability to plan and prioritise effectively.
- To make decisions that are commercially competent and within the confines of agreed guidelines.
- To exhibit excellent verbal communication skills and the ability to convey a professional sales offer in writing.
- To support the Sales and Marketing Director in the preparation of marketing plans and initiatives.
- To implement marketing plans and initiatives as directed by the Sales and Marketing Director.
- To continuously monitor Introducer quality of service, support and satisfaction by the deployment of marketing, Introducer and Client surveys and regular systematic contact with Introducers and their teams.
- To seek opportunities to develop new introducer relationships and referrers of business.
- To secure quality, cost effective, high volume conveyancing transactions for the firm.
- To ensure that new business is properly supported and serviced effectively.
- To deliver conveyancing and training seminars to Introducers and their Teams.
- To provide management information with regard to achievement against target as required.
- To manage own work allocation, productivity and quality of work with minimum supervision.

Personal Qualities

Managing Yourself

- Self-motivated and willing to take the lead and be personally accountable.
- Copes effectively in demanding circumstances showing confidence in own ability and judgment.
- Able to manage priorities and time effectively adopting a flexible approach to work, willing and able to delegate as appropriate.
- Demonstrates persistence and commitment to completing tasks and objectives.
- Pays attention to detail and quality of work.
- Demonstrates a commitment to improving working practices and supports company plans and policies.

Working with People

- Ability to build and maintain excellent working relationships with others.
- Confident, logical and articulate in oral and written communication, including giving formal presentations to groups.
- Ability to project a dynamic and positive image of themselves and The Convey Group to those outside the business.
- Uses good influencing skills to represent their case clearly and succinctly to achieve a positive outcome.
- Operates effectively as part of a team encouraging others to contribute ideas and seek improvements.
- Willing to offer help to all colleagues to ensure company success.

Managing Commercially

- Understands the commercial environment and has a clear vision of where the Business needs to be, developing creative and innovative marketing plans to achieve commercial success.
- Shows strong focus on satisfying Introducer and client needs taking positive action to ensure needs are met.
- Understands the importance of business targets and how they impact on their responsibilities.
- Makes sound commercial judgments based on issues key to the success of the business.
- Knows when to seek guidance or further input from others before taking action.

Experience Required

Essential

- Proven track record in a sales and marketing environment.
- The ability to work to sales targets and deadlines.
- The ability to time and journey plan effectively.
- The ability to produce high quality, high volume results.
- Excellent knowledge of the conveyancing process.
- Membership of an appropriate body.
- Experience of organising and delivering presentations to groups of people.
- Working knowledge of the function and accessibility of web sites.
- Computer literate with good keyboard skills
- Working knowledge of using software packages (preferably Microsoft).

Desirable

- Working knowledge of use of Solcase and Practice Manager case management.
- Experience of remote working.
- Demonstrates a commitment to personal development.