



## JOB DESCRIPTION

**Position Title:** Sales Coordinator  
**Deadline for Applications:** May 9<sup>th</sup>, 2019

### THE OPPORTUNITY

This position will give you the opportunity to work in a vibrant environment, within a passionate team committed to bringing positive change to the hospitality industry as well as growing the business to become the leading specialist in the sector. We are an innovator in sustainable technology for the hospitality industry – with a sophisticated data management system designed to help hospitality businesses to manage their environmental impact. Currently we are building a new mobile app for smaller businesses, after winning a Government innovation competition.

You will be required to execute a variety of tasks with a steep learning curve, will be given immediate responsibilities on account support and will have opportunities to join client-facing meetings with prestigious brands.

### COMPANY OVERVIEW

The Considerate Group is a specialist company that helps hospitality businesses operate responsibly. The in-house team comprises experts with extensive hospitality industry knowledge and experience (operations, sales & marketing, finance and maintenance); sustainability analysts; and engineers. Con-Serve™ by Considerate is an energy management system, and ISO 50001 compliant.

The Considerate client portfolio includes boutique hospitality brands; many of London's flagship properties of international key companies; national and international hotel groups; management companies; and private Islands. The work done by The Considerate Group aligns to the framework of the UN Sustainable Development Goals (SDGs), UN Global compact and the objectives set in The Paris Agreement at COP21.

### ROLE OVERVIEW

The Sales Coordinator's core focus is to identify, prospect and convert new opportunities that will help the company to achieve its commercial objectives. Most of the time will be spent on the phone calling potential or existing clients and qualifying leads, therefore it is critical that the Sales Coordinator is confident and resilient in these tasks.

The ideal candidate will have a minimum of two years experience in the hospitality industry with knowledge or a commitment to environmentally responsible business practices, having possibly been part of a Green Team. The role is a great opportunity for someone with front or back office experience to move into a sales role.

## ROLE RESPONSIBILITIES

This role comes with the following responsibilities with a focus on small to medium size clients:

- Present B2B solutions to clients confidently over the telephone as well as face to face
- Research prospect accounts to support lead generation and build the sales pipeline
- Create and maintain accurate records within the Capsule CRM system
- Create and maintain accurate databases within Constant Contact
- Manage a portfolio of small-to-medium assigned accounts to ensure retention and identify new opportunities
- Complete assigned projects, accurately, within agreed timelines
- Adhere to all data protection legislation and GDPR
- Demonstrate a full knowledge of all products, relevant selling points and benefits
- Communicate effectively verbally and in writing
- Undertake any training courses as assigned to develop business related skills
- Follow all administrative processes and company policies

## CANDIDATE REQUIREMENTS

- Must be eligible to work in the UK
- Fluent in English – for both written and verbal communications – second language highly advantageous
- Self-motivated and driven – you must be able to independently and/or with minimal supervision
- Flexible regarding ad-hoc changes and challenges, which are relatively frequent in a start-up environment
- Self-confident – the ability to converse with and convince potential clients
- Have strong organisation skills and able to multi-task successfully
- Have experience in using a CRM system
- MS Office skills are essential
- A passion and interest for sustainability
- Experience in the hospitality/travel/food industry in a client facing role

If this sounds like you, please send an up to date CV and cover letter, which includes a salary expectation to: *Joanna Kapatou, Business Development Manager*: [jk@considerategroup.com](mailto:jk@considerategroup.com)