**Looking to join an Employee Owned Company?**

Apply today to join our employee ownership team and be part of shaping the future and people lives. Itec was founded 40 years ago and we are one of the most vocationally diverse employee owned independent training providers.  Delivering Apprenticeships, Jobs Growth Wales +, Restart and Commercial contracts we provide qualifications, education and employability skills supporting the social and economic potential of the people and communities in which we work.

**Trainee Sales Executive**

We are currently looking to recruit a motivated and enthusiastic individual who has an interest starting a career in sales. We could have an opportunity for you !

**Salary Banding:** £20,000 - £22,000

**Base Location**: Itec House, Cardiff

**Contract:** Full time, permanent

**Working hours:** Monday to Friday

**What are the core responsibilities of this role?**

* Generate apprenticeship starts with new and existing employers. Main activities to include telesales, cold calling, pre booked appointments and networking.
* chieving sales targets in line with contract requirements.
* Accountable for reporting sales activity, data, and forecasts weekly/monthly in accordance with business requirements
* Dealing with speculative calls, new enquiries, aftercare, and client service calls.
* Liaising with on-boarding team to retain overall responsibility ensuring requirements for sign up of apprentices is completed, fully compliant and manages an effective start to generate income.
* Maintain commercial awareness of business opportunities arising in the local labour market and adopt a proactive approach to business generation. Additionally, maintaining marketplace knowledge to identify business needs.
* manage client relationships including lead generation, apprenticeship start through to account management to ensure further growth.
* Working and supporting clients in planning their recruitment and training strategy, including planning and manage enrolment, launch events and Induction.
* Work with the Business Account Manager to formulate account plans for designated clients

**What skills and experience are we looking for from potential applicants?**

**Essential**

* Tele-sales experience
* Business to Business sales experience
* Experience of working in a target driven commercial environment.
* Full driving licence with use of own vehicle

**Desirable**

* Networking skills
* Presentation and report writing
* Experience within client relationships management / customer service

*This role is subject to a DBS check. The cost of the DBS check will be met by the company.*

**Why work for us?**

Itec is one of the largest and most vocationally diverse work-based learning providers, every day we transform people’s lives, and we believe that all employees play a vital part in enabling us to achieve our vision. We are

* Leading provider of work-based learning programmes for 40 years.
* Employee-Owned organisation
* Investors in People Gold
* Disability Confident Leader
* Living Wage Employer

**Our Benefits**

* Contributory Pension Scheme
* 25 days annual leave plus bank holidays
* Annual bonus (subject to qualifying criteria)
* Life Assurance
* Personal development and career opportunities
* Employee Assistance Programme
* Medicash – Healthcare scheme
* Length of Service Payment Scheme
* Employee of Month Awards.
* Discounts on Gym Membership and fitness products discounts
* Travel expenses and business mileage
* Cycle to Work Scheme
* Social & Charity Events
* Refer a Friend Payment Scheme
* Mobile Phones & Laptops (*based on job role*)
* NUS/ Totum discount card
* Free Onsite parking

Itec operates as an equal opportunities employer and we welcome all applications regardless of gender, marital status, sexual orientation, pregnancy, race, colour, ethnic origin, nationality, religion or beliefs, disability, age, political opinions, or trade union membership.

*Itec reserve the right to close this vacancy sooner if a large number of suitable applications are received. Therefore, we encourage early applications to ensure consideration for this post*