



Job Description: Lead Generator

Permanent

Full Time

Location: Irlam

Reports to: Operations Manager

Salary: 15k

Overview

This role is at the forefront of our business with responsibility for driving the success of TQUK through proactive engagement with potential customers. This role works closely alongside others in our Business Development Team to ensure that as many people as possible know who we are, what we do, and why they should work with us!

You will need to be a confident, outgoing and chatty individual who is unafraid of picking up the phone and working towards targets. Some of our largest and most successful contracts have started with a simple phone call: all because first impressions count.

Key responsibilities

- Make targeted outbound calls, managing own strategic planning for project based call campaigns
- Research leads and identify opportunities for contacts
- Produce reports for the SMT

- Work closely with Business Development Managers to tier potential leads and prioritise resources accordingly
- Maintain accurate, detailed records of calls and sales made

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services
- Efficiently and accurately use the diary programme and office software
- Manage data: inputting, filing, and monitoring
- Liaise with other departments to facilitate a smooth customer journey for successful sales
- Work to improve and streamline processes and integrate the outcomes of your own work
- Provide regular reports to Senior Managers

Key requirements

- Have excellent verbal and written communication skills
- Be organised and able to prioritise your workload
- Be comfortable working towards and being accountable for performance against targets
- Have a proven track record, with demonstrable successes, in a sales environment

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a “can do, will do” attitude
- Be well motivated, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business