**General Summary:**

Infotech Solutions are a leading South-East based IT/Telecoms Company who are passionate about delivering the very best service and support to our clients. As a result of our growth we are looking to expand our Sales team at our HQ in Rochester, Kent.

**Role Summary**

*Reporting to the Managing Director the apprentice’s primary role is to generate new business opportunities by researching and then contacting prospective customers, qualifying opportunities and bringing the sales process to a close. They will be responsible for the management of digital marketing campaigns, marketing activities and management of some channels.*

**Scope**

* The role is primarily desk based.
* Apprentice is required to meet target/KPI’s as agreed.
* Some accompanied travel to industry events and client visits.
* Required to develop a good working knowledge of technical products and services.

**Main Role & Responsibilities**

* Maintain sales and marketing data contained with CRM and ensure accurate customer information including but not limited to leads, contacts, accounts and opportunities.
* Research opportunities using the internet and other sources.
* Cold calling to potential customers once confident with product.
* Prepare marketing response plans for inbound campaigns and schedules for outbound campaigns.
* Attend local networking and industry events.
* Prepare quotations for customers as requested.
* Preparation and co-ordination of sales and marketing materials and collateral.
* Maintenance of marketing and sales media to include online content.
* Manage linked-in connections and develop own professional network.

**Personal Specification:**

* You will have good verbal communication skills.
* You will have good general IT skills and a basic understanding of spreadsheets.
* You will be reliable and disciplined.
* You will be keen to learn and self-motivated.
* You will be flexible, prepared to work hard and commit to learning goals, demonstrating both resilience and perseverance.
* You must be confident and feel comfortable conversing with customers and potential customers on the telephone, via email and face-to-face.
* You will be team spirited but also be able to work on your own.
* You will be ambitious and results focused.

**Qualifications:**

* GCSE \*A-C in both English & Mathematics.