

## Sales and Administration Consultant Apprenticeship Level 2 Business Administration in Basildon

### About the company:

TheLightBulb are a Training Provider in Basildon and due to expansion are seeking Sales Consultants to support the Account Managers with employer leads and sales administration. With excellent job prospects and career development the ideal candidates will eventually progress to Account Managers.

### Job Description:

If you are looking for an opportunity to get into a fantastic career in sales, then this could be the ideal opportunity for you

#### The role:

- Contacting local businesses to promote apprenticeships and training programmes to obtain leads for the account managers.
- To research and find additional local businesses not currently on our database.
- To contact current clients and offer additional training services in the local area.
- To work to KPI's and targets both independently and as a team ensuring maximum revenue is achieved.
- Working with a customer database including finding and extracting information as well as data cleansing and inputting data.
- Administration duties supporting the Account Managers in day to day recruitment tasks.

#### The candidate:

- A motivated and driven individual looking for their first step into a rewarding sales career.
- After full training, you will be calling both new and existing customers offering our services.
- Reliable and committed with a natural sales focused mentality.
- Any outbound sales experience would be beneficial but not essential.

#### The overview:

- Starting on an apprenticeship basic wage with uncapped individual earnings based on performance.
- Working office hours Monday to Friday (early finish Friday).
- Excellent induction, training and ongoing support.
- Excellent benefits package including 20 days' holiday + bank holidays.
- An expanding organisation offering long-term stability and progression.

### Working week:

Monday- Thursday 8:30am- 5:00pm 1 hour lunch

Friday 8:30am- 4:30pm ½ hour lunch

37.5 hours per week

### Wage:

£131.25 + Commission

### Training:

TheLightBulb will provide the full Level 2 Business Administration Apprenticeship, this will include the three-day technical certificate, course and exam.

You will also complete your Functional Skills (Mathematics, English and ICT) if required.

## Skills Required:

The candidate must have excellent customer service and communication skills. Candidate must be able to provide administrative support to account managers.

## Personal Qualities:

The candidate must be a highly motivated and driven individual.