**Job Description**

**Job Title: Sales Executive**

**Reporting to: Leisure Business Manager**

**Salary: Grade 2**

**Vision Statements**

Job Description

**The Post in Context**

As a Sales Executive you will be responsible for direct selling to existing and potential customers. You will generate have the unique opportunity to listen to customers and present our package appropriately in order to make a sale.

## Key Responsibilities

1. Communication

* To prepare appropriately for weekly staff meetings with your line manager
* To communicate on a daily basis to your line manager on the performance of targets
* To generate and cultivate leads via personal contact with current ‘Pay & Play’ customers as well as through extensive outreach
* Advising on forthcoming promotions

1. Team work

* To be part of a dynamic and motivated sales team in order to exceed sales targets
* To work in partnership with facility managers, receptionists and fitness staff to ensure all potential leads are contacted
* To support the facilities to ensure that they exceed their specific membership sales targets (Health & Fitness, aquatics, parties and other functions)
* Attending team meetings and sharing best practice with colleagues

# Performance Management

* To exceed weekly and monthly sales targets. This includes Direct Debit memberships, Aquatic Membership and Corporate Memberships as well as all other sales related activities
* To work within a structured sales environment with challenging but achievable key performance indicators set on a monthly basis

4.General

* Expectation to work evenings and weekends when required
* Understand safeguarding relevant to role.
* Assume the Health and Safety roles and responsibilities in line with the Company’s Health and Safety Policy
* Undertake any such other duties and responsibilities commensurate with the nature of the post.

**Person Specification: Sales Executive**

# Knowledge and Abilities

The successful candidate will be able to demonstrate relevant experience and ability in the following areas:

# Interpersonal Skills

* Good organisational skills
* Able to communicate clearly and effectively, through meetings and one-to-one conversations.
* Excellent telephone manner
* Self motivated and results orientated.
* A keen eye for detail and quality

# Qualifications and Experience

* Proven experience of working in sales, preferably in the Leisure Environment but this is not essential
* Experience of managing a varied workload
* Proven Computer literacy
* Ability to problem solve
* Administration skills

It would also be preferable for the candidate to have some local knowledge.

# Personal Attributes

* The successful candidate will be motivated, outgoing, personable with self confidence
* Able to work well under pressure, they will also be prepared to work unsocial hours when required.
* Mobility to travel across sites
* Have a ‘can do’ approach to work
* Be very presentable with a passion for health & fitness

**Equal Opportunities**

Celtic Leisure is an equal opportunities employer. We expect our colleagues embrace this working environment, and to encourage equality of opportunity in all services and facilities for our staff, our customers and the community.