
INTEGRATED SKILLS LIMITED

Job Description

Sales and Account Executive

This new position will provide extra sales & account bandwidth as ISL expands its product and services portfolio. The role supports the activities of the UK Sales Director and Director of Client Services. The primary focus is the UK local authority sector, but there are future sales & account opportunities outside of this sector.

Primary Responsibilities

- Management of select accounts
 - Ensure annual revenue from existing software subscriptions
 - Deliver additional revenue from sale of professional service days and/or new software products
- Win new business
 - Through the completion of local authority tender responses
 - Through the qualification of sales leads, creation of sales proposals and subsequent closing of deals
 - Through sector specific marketing activity including networking & event attendance
- Report on client/prospect software & consultancy requirements
 - Relay feedback and intel into internal marketing & product development processes

Reports to

- Managing Director
 - Working closely with UK New Business Sales Director and Director of Client Services.

Working closely with

- Products team
- Finance team
- Marketing team

Staff responsibilities

- None

Hours of work

- Monday to Friday with a total working week of 37.5 hours.

Place of work

- A hybrid role based out of ISL head office in Chapel Allerton, Leeds, preferably

Work experience

Essential

- 5+ years working in the UK local authority sector either as a local government employee or for a supplier to local government

Desirable

- *Preferably* within waste & recycling collections and/or street cleansing and/or winter maintenance operations

Skills & Education

Required

- Bid writing/tender response experience and proven skills
- Excellent verbal and written English
- Experience working within a distributed team
- Good working knowledge of public sector procurement processes
- Understanding of latest public sector policies and initiatives
- Computer literate with extensive experience of:
 - Microsoft Teams
 - Microsoft Word
 - Microsoft Excel

Desirable

- Training in tender response writing/bid writing
- Training in negotiation skills
- Training in consultative selling techniques
- Relevant industry qualifications
 - Environmental Services
 - Local Government
- User of desktop and mobile software applications related to waste & recycling and/or route optimisation
- Experience in the application of AI, specifically ChatGPT and/or Copilot, to internal sales & marketing processes

Other

Desirable:

- Full UK driving licence

Core Competencies

Sales skills	<p>Bid writing/tender response Consultative selling approach Analytical Eye-for-detail Active listening skills Prioritisation of work</p>
Communication	<p>Effective communicator, on phone, online, in writing and in person Able to effectively convey ideas to colleagues</p>
Team skills	<p>Can integrate into an established team Build effective working relationships with colleagues Enthusiastic at sharing knowledge and experience with peers</p>
Learning	<p>Willing to acquire new skills Personal interest in keeping up to date with the latest local authority trends</p>
Personal traits	<p>Have high levels of:</p> <ul style="list-style-type: none"> • Self-motivation • Ambition • Transparency • Integrity