



INTERNAL SALES REPRESENTATIVE ROLE

Job Title: Internal Sales Representative
Location: Perth (Office based)
Salary: competitive DOE + commission
Hours: 8am – 16:45, Monday to Friday

Diatech is looking to recruit an **Internal Sales Representative** who has experience within the construction industry. Our ideal candidate will be a dedicated professional with a proven track record of helping businesses increase their sales numbers. Diatech is a growing company with a talented team of Sales professionals and because of our growth, we are looking to add an additional **sales representative** to our team.

Reporting to the Sales Manager, **The Internal Sales Representative** will drive a consistent approach towards the growth of the company, provide weekly & monthly score cards and deliver bimonthly presentations for the company's sales meeting.

**In this exciting new role, the key to success will be exceeding the current monthly, quarterly, and annual targets and KPI's.*

Daily/Monthly Work Activities:

- Provide support to the field sales team and sales manager.
- Planning your tasks to ensure you have a daily/weekly schedule.
- Create a robust sales plan to ensure delivery of revenue against targets and KPI's
- Develop a Sales Pipeline with accurate customer forecasting.
- Making sales calls to new and existing customers and following up with clients.
- Update Intact CRM with all relevant information so that anyone can continue to effectively deal with the information, as necessary.
- Working with community partners to increase involvement.
- Developing relationships with both existing and potential clients.
- Developing and analysing data to determine how to better accommodate new and existing customers.
- Performing research on accounts to help increase interest in the organisation.
- Offering demonstrations for products and services to potential buyers.
- Making sure to understand the individual and unique needs of each customer.
- Manage and resolve customer issues within a timely manner, record, escalate to Sales Manager if required.
- Ask for leads and references that can be followed up in a timely manner.
- Create a quote for each verbal quote given and follow up in the timescale relating to the quote.
- Taking orders over the phone for colleagues when they are not available.
- To contribute to the whole sales team and meet all deadlines and targets.
- Any other duties as assigned by the company.

The Person:

- Must be a skilled negotiator.
- Must have ability to work under pressure and to tight timescales.
- Must be very target driven and we are looking for candidates who thrive in this environment.

Reports Required:

- Weekly & Monthly Score Card Report to Sales Manager
- Bimonthly Presentation for Sales Meetings.

Other Benefits:

- Pension (government standard)
- Uncapped commission
- Free parking
- Free lunch on Tuesday (n/a remote workers)
- Free breakfast on Friday (n/a remote workers)

Please send your CV to hr@diatechuk.com