

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	New Business - Ireland
<b>Reports to:</b>	Team Leader for Ireland
<b>Salary:</b>	TBC

<b>Job Purpose:</b>	<p>To introduce new companies and contacts to Grey Matter To generate opportunities from various data sets</p> <ul style="list-style-type: none"> <li>- Publisher leads</li> <li>- Current business data</li> <li>- Purchased data</li> </ul> <ul style="list-style-type: none"> <li>· To increase the number of customer engagements</li> <li>· Profile our existing customers and those of our publishers</li> <li>· Drive attendance to events</li> <li>· Other outbound activities for the benefit of the business</li> <li>· Work alongside the business development team</li> </ul>
<b>Decision Making:</b>	<p>The Job involves being able to think and respond rapidly in a fast paced environment. Decisions that have a financial implication should be referred to a manager.</p>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>· Effective management of leads</li> <li>· Create qualified opportunities for account management team to follow up</li> <li>· Identify key contacts to enable account managers to build business relationships</li> <li>· Profile new and current accounts – to establish company structures/lines of reporting/software and hardware usage / future projects</li> <li>· Develop and maintain Microsoft product knowledge</li> <li>· Achieve monthly KPIs and call targets</li> </ul>

<b>Demands:</b>	<ul style="list-style-type: none"> <li>· Working in a demanding sales environment whilst achieving call targets</li> <li>· Accurate and qualified data input for call notes</li> <li>· Office telephone based role, requiring concentration for long periods</li> <li>· Some travel within Ireland and regular visits to the UK will be required</li> </ul>
<b>Experience, Knowledge and Qualifications:</b>	<ul style="list-style-type: none"> <li>· Competent user of Microsoft Excel, Outlook and Word</li> <li>· Experience of working in an office environment</li> <li>· Confident in handling enquiries by phone and email</li> <li>· IT Industry knowledge, particularly around the Microsoft offering would be an advantage but not essential as full training will be given</li> </ul>
<b>Skills and Technical competencies:</b>	<ul style="list-style-type: none"> <li>· Excellent verbal and good written communication skills.</li> <li>· Ability to build great relationships</li> <li>· A desire to succeed no matter what the task.</li> <li>· Able to self-motivate when working in a small office or remote environment.</li> <li>· Accurate record keeping skills</li> <li>· Customer focused</li> </ul>
<b>Corporate Standards:</b>	<ul style="list-style-type: none"> <li>· Be aware of the Company's aims and organisational values</li> <li>· Personal responsibility for data protection</li> <li>· Demanding of self and others</li> <li>· Creative problem solving</li> <li>· fProfessional, courteous and receptive to others needs both inside the company and with our customers and partners.</li> </ul>
<b>Other Factors:</b>	<p><b>The above duties are neither exclusive nor exhaustive and the post holder may be required at times to carry out other appropriate duties as deemed by their line manager.</b></p>