

Job Description: Internal Business Development Consultant	
Location	Based at London office with occasional home working
Hours per week	38.75 hours per week, Monday – Friday.
Reporting to	Head of Sales
Purpose of the role	To develop and upsell additional Food Alert services (inc. eLearning and software) to existing clients and to prospect / book appointments for new business team
Key responsibilities	<p>Sell Food Alert services through:</p> <ul style="list-style-type: none">• Developing a detailed understanding of Food Alert products and services• Researching and sourcing potential business opportunities and contacts (including cold calling)• Generating new prospects• Setting up meetings for new business team in order to pitch products and services, either in person or over the phone• Following up on internal leads within set time frames• Cross selling additional products and services to existing Food Alert clients• Logging all activity on Salesforce, ensuring that all leads and opportunities are kept accurate and up to date• Drafting contracts and service agreements• Liaising with the Contracts manager and Finance team to ensure that all new sales are finalised within appropriate timeframes• Working with the support of the marketing team in specific lead generation events including webinars• Acting as a point of contact to new clients post sales• Other responsibilities relevant to the purpose of the role as required by the line manager

Person Specification	
Experience	<ul style="list-style-type: none"> • Proven experience in a sales or business development role • Experience of selling products or services to the hospitality sector (desirable)
Competencies	<ul style="list-style-type: none"> • Able to build relationships with clients and prospects, maintaining a consultative and professional approach • Able to quickly understand new concepts, products and services and to match these with clients needs • Confidence in learning new software platforms and being able to demo these to clients and prospects • Excellent pitching and presentation skills, with the ability to adapt your approach to suit your audience • Excellent communication and interpersonal skills • Strong organisational skills with the ability to follow up on leads quickly • Excellent customer service and account management skills
Specific knowledge	<ul style="list-style-type: none"> • Computer literate in relevant packages (Word, Outlook, Excel, Salesforce, CRM systems) • Some understanding of the hospitality sector and food safety/health and safety environment would be advantageous