



MAKING MOVES

TRAINEE SALES EXECUTIVE

MAKING MOVES LONDON

OVERVIEW:

Making Moves are a property consultancy based in Shoreditch. We advise creative, fashion and technology companies on their office moves across central London. Our award-winning approach to the process has led to us securing London Business of the year at the SME National Business awards, Silver Award for Employee of the Year at SME Business Awards and SME of the Year at the Business Champion Awards.

Making Moves London is made up of various departments Agency, Flexible, Exit and Technical.

We're not an ordinary property company, so we only hire extraordinary people. We're on the lookout for a motivated, forward-thinking individual who is eager to learn and challenge themselves. The Trainee Sales Executive will be responsible for researching, qualifying and calling leads to upload to our CRM system.

JOB OVERVIEW:

This role is a primarily an outbound telesales position requiring the successful candidate to research and qualify leads to establish new business opportunities for each of the services Making Moves provides. This Trainee Sales Executive role sits within the wider sales team which support the pipeline of the business and play an integral part in the success of the company.

THE ROLE AND RESPONSIBILITIES:

The purpose of the role is to establish new business opportunities through the identification and development of sales leads. Responsibilities will include:-

- Research and re-research companies to ensure contacts and data are up to date
- Research contacts who have moved businesses, including where have they gone
- Build own pipeline and lists of companies to contact
- Cold calling clients and new business opportunities to qualify data
- Following up with clients who are active on our marketing campaigns
- Following up and chasing new business opportunities
- Development and maintenance of the company CRM
- Self-Sourcing new business opportunities
- Hitting KPIs and working to targets

WHAT WE'RE LOOKING FOR:

- Interest in sales
- Excellent telephone manner & interpersonal skills
- A desire to progress and develop in a fast-paced environment
- A want to learn and push boundaries to develop a higher skill base
- Excellent attention to detail
- Ability to prioritise conflicting tasks and manage their time successfully
- Self-motivated, positive attitude and clear communication skills
- Experience in property market is not necessary

BENEFITS:

- **Bonus scheme:** we believe in rewarding good performance, so team members may also be offered a bonus for individual or team performance. This is non-contractual and offered fully at the discretion of Making Moves London Ltd
- **Commission scheme:** a tailored commission scheme for your role
- We have a strategy focused on investing in our employees training and development.
- 25 working days paid holidays, in addition to bank holidays.
- Additional day off on your Birthday as part of the positive culture at Making Moves London Ltd.
- The Company will provide a laptop for business use
- Pension: matched pension contributions.
- Private Health Insurance (kicks in after probation pass)
- Team events monthly, team trips yearly for hitting company target (Amsterdam last year).
- Best office in Shoreditch & free nutritional snacks
- Supportive & Inclusive team culture

DIVERSITY & INCLUSION:

Making Moves wants to advocate and implement systemic change within the property industry, and ultimately be the leaders of innovation. We are building a workforce that is truly representative of all sections of society. Read our full policy on our [website](#).