



**Job Title:** Calibrationhouse Internal Sales Executive

**Department:** Calibrationhouse

**Reports Direct:** Calibrationhouse Sales Lead

**Location:** Peterlee, Durham, SR8 2SW (hybrid home working available)

## Job Purpose

Job Type:	Permanent, Full time
Hours:	38 house per week, Monday to Friday
Start Date:	ASAP

As Calibrationhouse Internal Sales Executive you will be responsible for growing the department revenue through pro-actively winning new customers to meet our income and profitability objectives. You will become an integral member of the team and make a significant contribution to business in achieving it's ambitious business growth plans.

## Responsibilities

- Generating sales opportunities from new customers.
- Responding to sales leads within one working day.
- Following up generated quotations within appropriate timelines.
- Securing sufficient revenue at sufficient profit level to achieve department

targets.

- Using the CRM system in line with commercial department procedures.
- Ensuring all customer records are maintained as required.
- Continuously monitor order book in support of achieving revenue targets
- Reporting of your KPI's.
- Ensuring all customer records are stored in compliance with UK GDPR 2021 requirements.
- Supporting the Calibrationhouse Manager with a monthly report.

## KPIs

- Achievement of personal objectives set by line manager, supporting the overall objectives
- of the department and business.
- Achievement of KPI's.
- Effectively collaborating and working as a member of the team.
- Achievement of sales and profit targets in line with budget.

## Knowledge, Skills, and Experience Required

- Experience within the calibration industry would be preferable.
- Good communication skills – both written and spoken.

15-18 Bracken Hill, South West Industrial Estate, Peterlee, County Durham, SR8 2SW, United Kingdom  
t: +44 (0) 191 586 3511 | f: +44 (0) 191 586 0227 | e: sales@seaward.com  
[seaward.com](http://seaward.com)

- Sound knowledge of Microsoft Office/CRM.
- Well presented, personable.
- Customer focused, demonstrable experience in B2B sales.
- Self-starter with tenacity and drive.
- Target driven.
- Excellent attention to detail.
- Comfortable communicating at all levels of the business to build good relationships.
- Proactive approach to continual improvement.
- Can-do attitude.
- Willing to listen, learn and improve.
- Team player
- Willing to undertake additional training/education as required supporting further development within the role and business.
- Confident but also comfortable enough to ask for help or support.
- Display adaptability and flexibility to learn new tasks as required by the needs of the business.
- Prioritise and manage time effectively
- A keen interest in business and developing business skills

## Qualifications

- Minimum of 5 x GCSEs including English & Maths

15-18 Bracken Hill, South West Industrial Estate, Peterlee, County Durham, SR8 2SW, United Kingdom  
t: +44 (0) 191 586 3511 | f: +44 (0) 191 586 0227 | e: sales@seaward.com  
[seaward.com](http://seaward.com)

Registered office: Seaward Electronic Ltd, 15-18 Bracken Hill, South West Industrial Estate, Peterlee, SR8 2SW, United Kingdom.  
Registered in England No: 01674384 | VAT REG: GB314 1089 92

## Benefits:

- Company performance bonus paid quarterly
- 5 weeks holiday per annum (increasing with service)
- Birthday leave – 1 day off to celebrate
- Enhanced maternity, adoption, and paternity pay
- Company health cash plan
- Company pension scheme
- Death in service benefit
- Free parking
- Free tea, coffee, juice, toast, fruit, biscuits, and jacket potatoes
- Long service Awards
- Cycle to work scheme
- Christmas savings scheme
- Team events
- Friendly, clean, modern working environment
- Supportive teams
- Training and development opportunities

If you want to be a part of our team please send your CV and a covering letter by e-mail to [wendyc@seaward.com](mailto:wendyc@seaward.com)

**15-18 Bracken Hill, South West Industrial Estate, Peterlee, County Durham, SR8 2SW, United Kingdom**  
t: +44 (0) 191 586 3511 | f: +44 (0) 191 586 0227 | e: sales@seaward.com  
**seaward.com**

Registered office: Seaward Electronic Ltd, 15-18 Bracken Hill, South West Industrial Estate, Peterlee, SR8 2SW, United Kingdom.  
Registered in England No: 01674384 | VAT REG: GB314 1089 92