



About the Role

Reports to: Client Development and Insights Manager

Direct Line to: Director of Partnerships

Job Type: Full-time

Salary: Starting salary circa £18,500 + uncapped commission, pension & benefits.

We are recruiting a Sales Administrator to join our busy and growing team.

This is an exciting opportunity to join our tight-knit sales team, based in London. It's the perfect role for someone with an entry level of sales or workplace experience under their belt who is looking to boost their skills and increase their capabilities within an established team of experts.

We build partnerships and sponsorships between the world's most respected professional and industry groups and B2B brands. Our HQ is in the heart of London, with a full flexible working approach, with an international client base.

You will be trained to pro-actively support the b2b Sales Team to identify leads, pipeline our client opportunities, tailor proposals and support with client management tasks and administration. There is huge growth and potential in this role -where you will ultimately oversee and have sales responsibility for a portfolio of sponsorship opportunities, including content marketing, exhibitions, speaking sessions, brand activation campaigns, webinars and podcasts. We take a consultative sales approach, so this isn't a phone bashing role, but your ability to pick up the phone to talk to clients is essential.

We pride ourselves in being an agile, flexible, transparent and dependable organisation and we have implemented a successful and sustainable working approach.

The average length of time people work with us is 5.6 years, which gives you a feel for the variety of work, the amount of development, number of opportunities, the level of enjoyment and job satisfaction people get from working as part of our strong and unique team.

Ideally you will have at least one years sales experience or sponsorship sales experience under your belt. Regardless of your experience, you will be provided with in-house training to induct you into our distinct b2b-way of working. You will also receive ongoing training and development as the role develops.

We are a company that never stands still. We adopted a flexible working structure three years ago and the team work collaboratively on projects where needed. So, the right candidate will be able to commute to central London and to a variety of different locations, often moving between multiple meetings in different offices in a single day (when government guidelines allow). Home working and flex working is a given, however some national and international travel may be required on an ad-hoc basis, with advanced warning.

We have existing and extensive networks, but one of your key duties will be to research and identify a pipeline of leads, with support and guidance from the Director of Partnerships and Partnership Managers across the business.



Responsibilities & Duties

Duties

- Researching and identifying potential sponsorship and exhibitor prospects
- Lead generating and building a continuous qualified sales pipeline
- Approaching sponsors – phone, email, digital/social, face to face networking events
- Setting up sponsorship sales calls and meetings initially, moving into sales calls once you're up-to-speed on the portfolio
- Developing and tailoring proposals, including proofing.
- Once established with knowledge of the portfolio, you will be responsible for securing sponsorships, exhibitors and commercial partnerships across our portfolio to meet agreed income targets.
- Developing sales positioning and pitches
- Managing and updating your pipeline and provide accurate sales forecasts against each activity in your portfolio
- Updating b2b's CRM with conversation details
- Supporting with client update reporting and status information
- Managing b2b's timesheet process each week to feed into monthly reporting
- Inputting into quarterly planning and target setting
- Reporting on pipeline and status of sponsors

Job Requirements

You will be:

- Confident
- Focused
- Enthusiastic and positive
- Determined, and highly motivated
- Nice, courteous, mindful and thoughtful
- Money motivated, someone always focused on hitting targets
- Fun. We work hard but take a balanced approach to work and life is a priority for us
- Thick skinned and solution focused, we're a zero-drama organisation
- A clear communicator who is not afraid to express new ideas
- Organised, methodical and a good multi-tasker.
- Always on time, with strong general time management skills
- Ability to sell multiple portfolio items with varied deadlines
- Transparent and open: We share projects and portfolio's so the ability to work as part of a team as well as independently is key
- Self-starter and a quick learner

Qualifications and Skills

- 1 year practical hands-on experience in the workplace, ideally within a sponsorship or sales environment
- Skilled in Windows and Microsoft Office applications
- Strong written and oral communication skills



Job Benefits:

As an employer, b2b offers:

- ✓ Competitive base salary
- ✓ Commission structure
- ✓ 22 days holiday + 8 statutory English holidays
- ✓ Flexible working environment
- ✓ Ownership and responsibility within a small team
- ✓ On the job training and opportunity to learn through a highly experienced team
- ✓ Opportunity for you to evolve your career within a fantastic small business culture
- ✓ Skill development from on-the-job learning
- ✓ Highly connected network that is growing daily
- ✓ Opportunity to work with some of the world's leading independent and corporate organisations
- ✓ Positive culture, values and mind-set
- ✓ Strong wellbeing principles

UK Work Visa Essential
No Agencies Please

How To Apply

Please email your CV with a covering letter explaining why you're perfect for this role and why we should choose you to:

kari@b2bpartnerships.org

Applications close Friday 25th June, 2021.

Due to current government guidelines, interviews will take place virtually.

About b2b

UK's leading business to business organisation

As a highly connected and integrated professional business to business organisation, b2b can include many of the world's most respected professional associations, NGO's and third sector organisations as its clients and has cultivated a network with many influential corporate brands. b2b's aim is to make a difference to our people, our clients and the communities that we work within.

b2b work as an in-house function with each client. The simplicity of our approach and high standards of our services are second to none. This is an exciting time of growth and opportunity for b2b and for those who work within the organisation.

Our Values

Paramount to our business are our values. We pride ourselves in being a small, agile, transparent and dependable organisation. We place our clients' interests at the heart of what we do. Our goal, and where we are most successful, is to work with all our clients as 'trusted partners', rather than 'outsourced suppliers'.

Collaborative & Open – The way b2b goes about its business

Innovative & Dynamic – Future thinking and ahead of the curve

Agile & Flexible – High performing and efficient

Transparent – Operating with 100% integrity

Sustainable – In our ethos, our services and operations

Fun & Creative – We enjoy what we do and like to celebrate success

Bold & Brave – Ambitious, not afraid to take a risk or punch above our size