



VACANCY

Role:	Business Development Executive	Reporting to:	Sales Director, and Managing Director
Contract Type:	Permanent	Post Date:	13 th July 2017

About us:

Established in 1980, Lex are a single-source supplier fulfilling the office product needs of the North of England's businesses for over thirty-five years. Whether the requirement may be a complete managed print solution, the supply of office stationery or an office furniture redesign and fit-out Lex have the solution.

Lex is trusted by all levels of the business community, from multi-national companies to charities, local authorities and the home user. Lex are a family owned and run SME and most clients have been trading with us since the company's establishment.

Our ideal candidate will have:

- Excellent communication skills
- Strong organisational and prioritizing skills
- Enthusiasm, drive and socially adept
- Strong IT skills
- 5 GCSE's including Math's and English at grade C or above
- Knowledge and prior experience of the office technology, equipment and stationery/supplies industry is desired.
- Excellent telephone manner and a high level of customer service, personable character.

The role:

- To identify and close new sales opportunities
- To meet and consult with potential clients, and pitch products/services confidently
- Maintain a fruitful relationship with prospects and clients
- Contact potential clients via email or phone to establish rapport and set up meetings
- Developing quotes and proposals, as well as negotiating and re-negotiating by phone/email or in person.
- To assist the marketing function of the business including assisting with mail-shots and e-mail marketing.
- To attend business breakfasts, lunches and other events to build relations with the local business community

We also want you to:

- Have a keen interest and to play an active role in the success of the sales function and the company as a whole.
- Great at communicating with people – both face to face and in writing.
- Positive and good at using own initiative

Experience desired:

- Good knowledge of Microsoft applications (Word, Excel, Publisher and Outlook)
- Must be ambitious, and organised with a drive to grow with the company.

Training provided:

- In-house training of bespoke software systems used.
- Full training on the industry specific products/services our company currently offers to clients.



Head Office Lex Business Equipment Ltd, Systems House, Smyrna Street, Manchester, M26 4BN
T 0161 724 5711 **F** 0161 724 4001 **E** info@lexbusiness.co.uk **W** www.lexbusiness.co.uk



IF IT WORKS, IT'S
UTAX



PartnerDirect
Premier



Package details:

- Salary:** Competitive salary, dependent on experience
Attractive commission structure
- Benefits:** 20 days' holiday per annum + Bank Holidays
On-site parking
Company car / car allowance
Company pension scheme
Technical training and workplace training courses (if relevant)
- Application:** Please apply by sending a cover letter and CV either in writing to:

FAO Heidi Pollitt
Lex Business Equipment Ltd
Systems House
Smyrna Street
Radcliffe
Manchester
M26 4BN

Or by e-mail to:

Heidi Pollitt
h.pollitt@lexbusiness.co.uk



Head Office Lex Business Equipment Ltd, Systems House, Smyrna Street, Manchester, M26 4BN
T 0161 724 5711 **F** 0161 724 4001 **E** info@lexbusiness.co.uk **W** www.lexbusiness.co.uk

