



# Sales Account Executive

Grants UK  
Home Based

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## About the role

Idox Software has an exciting opportunity for a driven and ambitious individual to join the Idox Content division. We are Europe's leading provider of funding and policy information, providing external funding services to our customers across the UK and Europe. We provide content, software solutions and services at all stages of the funding process. This role is expected to be a home-based role, with occasional travel to Idox offices (Burton, London, Liverpool or Glasgow) or alternative venues for reviews and team meetings.

The Sales Account Executive role focuses on generating new business meetings with prospective customers. Your primary role will be to get our Account Managers in front of the right people, at the right time and with the right product from our suite of funding information products and services. You will also be responsible for a portfolio of existing clients, who you will need to account manage.

Our ideal candidate is an individual who can demonstrate a history of sales performance and who is a natural “go-getter”, able to generate new leads and ideas. This is a great opportunity to be part of a growing, dynamic organisation for any capable lead generator.

## You would be responsible for:

- Generating leads, booking appointments within our market space at a senior level for new business opportunities
- Delivering to a departmental plan which meets/exceeds budget through the execution of new business lead generation
- Maximising opportunities which come through to us via web and telephone enquiries

As well as your focus on new business, you'll be responsible for providing support over the phone to customers, resolving any questions or issues which they have. You will help to identify opportunities to sell additional products and services, whilst making it your personal objective to increase the customers' usage, through an understanding of the benefits of our services to them and their organisation through analysis and risk assessment of their usage statistics and other intelligence available to you.

## To be successful, you'll need to have:

- Previous new business sales and account management success of a similar nature
- Successful in meeting/ exceeding company performance targets and goals
- Ability to think on your feet and work on own initiative
- Conceptual selling ability
- Strong listening, oral & written communication skills
- Ability to quickly build rapport with your target audience

- Excellent pipeline and task management
- Able to form strong and mutually beneficial business relationships with customers over the telephone
- Tenacity and drive, with an undisputable level of commitment and passion for achieving levels of service excellence
- Ability and willingness to travel where required (car/use of car and full driving licence required)
- Proven track record in compliance with using CRM systems
- Self-motivation to work from home.

### **Additional desirable qualities:**

- Previously generated appointments for assigned market sectors
- Understanding of the grants landscape and the associated policy drivers
- Has a results-driven focus with good business judgement whilst performing risk assessments
- An understanding of structured sales methodologies and processes (ideally Miller Heiman)
- Excellent communication skills, consultative approach and able to influence others to support objectives
- Excellent time management and prioritisation skills
- Strong negotiation and influencing skills to close appointments and generate other commercial opportunities
- Knowledge of the public and voluntary sector markets
- Research, preparation, planning and organisational skills with the ability to think independently
- Excellent knowledge of Microsoft Office applications
- Knowledge of Local Authorities/Governmental Departments.

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## **About idox plc**

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.750 staff located in the UK, the USA, Canada, Europe, India and Australia.

Idox has many offices across the Country and therefore travel will be required.

## **The Benefits**

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

## **How to apply**



Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to [Join.Us@idoxgroup.com](mailto:Join.Us@idoxgroup.com).

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

## Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>