

## Continuum

### PERSON SPECIFICATION

#### Group Sales Executive Canterbury

	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>G.C.S.E. Maths &amp; English C and above or equiv.</li> <li>IT Training in Word, Excel and Microsoft Office Packages and Databases</li> </ul>	<ul style="list-style-type: none"> <li>Degree (or equiv) or above</li> </ul>
<b>EXPERIENCE</b>	<p>Demonstrable and substantial experience of:</p> <ul style="list-style-type: none"> <li>Sales and/or call centre or reservations environment</li> <li>High level of Customer Service skills and interaction with external and internal customers</li> <li>Experience in working to sales targets</li> <li>Working in a deadline-driven environment</li> </ul>	<ul style="list-style-type: none"> <li>Previous work experience in the Leisure/Tourism Industry particularly Visitor Attractions</li> <li>Face to face selling</li> <li>Understanding marketing and using marketing tools</li> <li>Creating sales literature</li> <li>E-marketing</li> </ul>
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Strong IT/Database skills</li> <li>Able to work pro-actively alone and participate within a team</li> <li>Excellent written and verbal communication skills in English</li> <li>Strong time management and work prioritisation</li> <li>A flexible, hands-on, can-do approach</li> <li>Excellent planning and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak a foreign language.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Commitment &amp; ability to use own initiative</li> <li>Interpersonal skills</li> <li>Enthusiastic</li> <li>Enjoy a challenging role</li> </ul>	
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Ability to travel in the UK</li> </ul>	<ul style="list-style-type: none"> <li>Full clean driving license and use of a car</li> </ul>