

# Inside Sales Representative

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## Our Business

Based in Cambridge (UK) Green Energy Options (geo) specialise in the design, manufacture and support of energy management display and information systems for domestic markets across Europe. Our focus is helping consumers understand and manage their domestic energy (and water) consumption. As such we design, manufacture and support consumer products.

Established in 2006 geo is now one of the leading home energy management system companies in the world having sold over 4 million systems. Last year we won a Queens Award for Enterprise: Innovation and were listed in the Sunday Times Tech Track 100 fastest growing UK tech Companies for a second year running. With major contracts to supply the UK smart metering programme, multiple connected home contracts and a growing distribution channel the company is continuing to experience substantial growth.

## Position

Working as an integral part of the Sales team you will assist the team with order management, sales campaigns, sales proposals and managing customer relationships.

This position may offer the opportunity to progress into Sales Account Management.

## Essential Job Functions

- Order management - order acknowledgement, order processing and fulfilment
- Sales proposals - creating and coordinating sales quotations and proposals
- Sales and marketing campaigns - developing and executing sales campaigns, support at events and exhibitions, sales lead generation, tracking and follow-up, sales training coordination
- Managing customer and distributor relationships on behalf of Account Managers, including arranging appointments and meetings
- Customer Relationship Management (CRM) - managing CRM for customer contacts
- Tracking progress - pipeline and sales reporting and sample tracking
- Management of marketing content - websites, intranet, materials, social media

## Essential skills and qualifications

- Graduate with 2-3 years' experience
- Confident, self-directed, common sense
- IT skills – Office (Word/Excel/PPT), ERP/CRM familiarity
- Literate and numerate
- Inquisitive
- Sense of humour
- Results driven and a completer-finisher
- Balanced, calm under pressure
- Ability to multi-task and to work to deadlines

- Comfortable and competent interacting at all levels across the business

### Role Competencies

- Professionalism – Approaches others in a tactful manner and manages client expectations. Treats others with respect and consideration regardless of their status or position.
- Teamwork – Balances team and individual responsibilities. Gives and welcomes feedback. Contributes to building a positive team spirit whilst supporting everyone's efforts to succeed.
- Time Management – Prioritises and plans work activities, both individually and as part of a team. Uses time effectively and meet commitments for quantity and quality of work.
- Technical skills – Applies technology and strives enthusiastically to continuously build knowledge and skills, especially in the companies' core areas. Shares expertise with others.
- Adaptability – Manages competing demands, able to deal with change.
- Problem Solving - Identifies and resolves problems in a timely manner, gathering and analysing information skilfully. Develops alternative solutions and escalates as appropriate.

### Applications

To apply for this position please email your CV and Cover Letter outlining why you are interested and what you can bring to this role together with your salary expectations and availability to Romaine York at [recruitment@geotogether.com](mailto:recruitment@geotogether.com)

