

SALES POSITION

Hours per week approx 15
Flexible working
Homeworking
£6.00 per hour plus bonus
Phone provided

Job Description

Selling Virtual Administration Services on an hourly rate to businesses – by attending networking events, seminars, workshops and exhibitions
Selling exhibition space to local business in the Health and Beauty Industry
Selling advertising space for brochures accompanying different events
Building a database of contacts to send information to and follow up with phone calls and emails
Attending Weekly update meetings
Full training will be provided

You will need

Good communication skills
Good telephone skills
Pro-active, confident manner with experience of attending network events and exhibitions
Knowledge of health and beauty industry
Access to computer with Microsoft Office Suite and Outlook
Reliable broadband connection
Sense of humour

Should be prepared to travel within the Derbyshire and Nottinghamshire areas to attend networking events and meetings along with follow up calls and emails being carried out from home.

The role is offered on a self employed freelance basis and will start at approx, 15 hours per week.

For more details please contact Tracey Clarke at Virtual Administration on 07939 935755 or visit www.virtual-administration.com