



## **Field Sales Coordinator – North & South (Two Roles)**

Salary – Dependent on skills and experience

Field Based

Semta Apprenticeship Service is the expert partner of choice for advanced manufacturing and engineering Apprenticeships. Backed by our unrivalled sector expertise, we provide a seamless end to end solution – from programme development and recruitment to independent assessment and certification.

Led by employers, our job is to transform the skills and productivity of the people who power our engineering and advanced manufacturing technologies sectors, enabling UK industry to compete on the global stage. We bring together employers and education to focus action on skills.

### **Purpose of the Role**

- Generate leads from both new and existing clients from own sales activity to meet agreed targets for sales activity, learner enrolments and vacancy generation
- Follow up on leads generated from digital /marketing campaigns ensuring these are converted into sales
- Plan and prioritise sales activities, cold calling activity and client contact to achieve business aims and optimise sales performance and profitability
- Follow up on leads generated by Contact/Customer Service centre activity in order to gain appointments and secure sales
- Follow up on leads generated from Assessor /Co-ordinators and ensure sales are secured
- Carry out enrolment of learners including pre –placement vetting of employer premises to ensure apprentices are working in a safe environment
- Have excellent communication and organisational skills.
- Would welcome candidates who have experience of working in the apprenticeship arena and have worked for a Private Training Provider

For further details and an Application form please contact Susan Martin on email [HR@Semta.org.uk](mailto:HR@Semta.org.uk), or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 3<sup>rd</sup> November 2017.

***Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***