

## Sales Support

<b>Role/title of Volunteer Position</b>	Sales Support
<b>Starting date</b>	ASAP
<b>What specific tasks will the volunteer be expected to undertake?</b>	<ul style="list-style-type: none"> <li>● Finding out names and locations of decision makers for IT disposal in companies .</li> <li>● Cold calling and making a pitch to IT departments.</li> <li>● Sending marketing material to the decision makers as a follow up</li> <li>● Entering contact data on Salesforce a Customer Relationship Management tool</li> <li>● Updating collection records in Sales Force by transferring data from a spreadsheet</li> <li>● Updating billing records that are shared Google documents.</li> </ul>
<b>Are there any particular qualifications/skills and personal qualities necessary for this position?</b>	<ul style="list-style-type: none"> <li>● Excellent level of spoken Business English</li> <li>● Familiar with use of spreadsheets and comfortable with using CRM tools (in this instance Salesforce).</li> <li>● Attention to detail and methodical.</li> <li>● Good telephone manner - business like and professional in communication while also being friendly.</li> <li>● Previous experience of handling customer relationships over the</li> </ul>



	<p>phone.</p> <ul style="list-style-type: none"> <li>Committed to the ethos of Camara and volunteering.</li> </ul>
<b>Minimum length of commitment from volunteer?</b>	3 months, 10 hours per week
<b>Which days and at what times per week/month do you require assistance?</b>	To be arranged
<b>Other Information</b>	

