



JOB DESCRIPTION

Job Title: Sales Executive

Reports to: General Manager CCDC Inc.

Salary Band: TBA

SUMMARY OF THE ROLE

Working to Service Level Agreement overseen by the Head of Business Development CCDC and the GM of CCDC Inc, promote sales of CCDC software in the Americas, develop new customer relationships, and increase annual turnover in line with mutually agreed sales budgets and targets contained therein.

MAIN DUTIES AND RESPONSIBILITIES

Main responsibilities

- Build and manage pipeline of qualified sales prospects; identify and contact prospective users of CCDC software, identify their use cases, demonstrate the utility of the software in this regard and convert to user status
- Maintain contact with existing and potential users to promote additional sales and account retention;
- Respond in a timely manner to sales enquiries from existing and potential users;
- Drive new name acquisition in existing and new market segments, for example, pharmaceuticals, biotech, materials, formulations and academic markets
- Deliver presentations about CCDC software at prospective user sites and at relevant conference exhibitions;
- Demonstrate software at prospective user sites;
- Negotiate licence agreements with prospective and existing users;
- Meet annual sales budgets by meeting new business revenue quota for CCDC products and services in the territory
- In accordance with the marketing plan, attend trade exhibitions and user group meetings;
- Maintain CCDC's customer relations management (CRM) database with accurate, up-to-date contact and activity details;
- Provide feedback from potential users to enhance software performance and service delivery;



Communication and information

- Report to and meet with the GM at a minimum of once per week;
- Ensure effective internal communications across the organisation and with support teams at CCDC UK;
- Ensure all available relevant information gleaned during the sales process about user requirements and renewal processes has been handed over to the Account Manager/Application Scientist for their account plan.

Financial

- Accountable for effective financial management, planning and monitoring of own expenses;
- Prepare and deliver quotes for service and software use in conjunction with and for the submission by CCDC;
- Provide sales forecasts and reports as required.

Market Research

- Understand the market in which the company operates and how the company's database, software and services are used within that market;
- Identify new markets, both geographical and by industry sector, for the company's database, software and services.

Policies and Procedures

- Comply with all relevant policies and procedures;
- Complete all documents required by the company policies and procedures;
- Provide support for all CCDC Inc. and CCDC staff in keeping with the CCDC Values.

Other

- Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary in order to achieve the objectives of the Sales team and CCDC Inc. goals.



PERSON SPECIFICATION

Education, Skills & Knowledge	
Educated to degree level or equivalent in biological or chemical science	Essential
Knowledge of current software tools in structural science	Essential
Excellent communication and presentation skills at all levels	Essential
Excellent verbal and written communication skills	Essential
Excellent negotiating skills	Essential
Trained in a recognized B2B sales methodology (e.g. Miller-Heiman or equivalent)	Desireable
A Fundamental understanding of structural/discovery chemistry	Desirable
Knowledge of crystallography and/or a good appreciation of the value of structural information and how it is used.	Desirable
Abilities	
Able to manage the full sales process – prospecting, qualification, opportunity management and closing	Essential
Able to clearly communicate the business benefits and return on investment of scientific software	Essential
Able to work as a member of a team in an active and growing software company	Essential
Able to deal with varied tasks and to work under pressure to meet deadlines and targets	Essential
Self-motivated and able to work effectively and responsibly without close supervision	Essential



Able to negotiate with all types of customers	Essential
Capable of agile thinking to provide fast, accurate answers to questions	Essential
Able to undertake international travel	Essential

Experience

Demonstrated track record in solutions selling (ideally into the scientific software market) and meeting new business sales quota	Essential
Sales experience and proven track record in scientific software or related field	Essential
Experience in the use of computer software applications	Essential
Experience in an organisation involved in structural science and/or software development or a related company	Desirable

Personal Characteristics

Friendly and diplomatic	Essential
Outgoing	Essential
Conscientious with a good attention to detail	Essential
Passionate	Essential
Professional	Essential
Supportive	Essential
Accountable	Essential