

## **Job description: New Business Consultant**

Reporting to: Business Development Manager

### **Your role:**

As the first point of contact for all incoming business, your role is to act as an ambassador of Spring Digital at every point of communication with prospective clients.

This requires an ability to express the benefits of Spring's unique offering to clients.

### **Essential requirements and specific duties:**

- Superior external communication skills (with prospects and clients)
- Excellent internal communication skills (with all Spring departments)
- Exceptional organisational skills, with paperwork, systems and people
- Proactive and timely management of lead contact, proposal delivery and follow-up
- Diligent information gathering from client and ability to analyse underlying requirements
- Diligent use of all internal systems and sales tools
- Timeliness in preparation and request of technical queries to the development department
- Delivery of accurately scoped proposals
- Effective preparation for all internal briefings and external meetings

In addition to the duties mentioned above, you may be called upon to perform additional tasks to support Spring's wider sales efforts. These supplementary activities will be brought to you by senior management and will benefit both parties in terms of personal and company development.

### **Reviews:**

- Your performance will be reviewed on an ongoing basis.
- You will receive a personal appraisal every 3 months, reviewing your general performance.