

Sales & Executive Assistant



The Sales & Executive Assistant is instrumental in driving revenue growth through lead qualification and successful sales closures. This role necessitates a keen aptitude for learning and retaining intricate details about the floral industry, coupled with a deep understanding of our customers' needs. Armed with this knowledge, you will adeptly articulate the value proposition of our software to potential buyers, fostering confidence and trust in our offerings.

Responsibilities:

- Assist the Director of Sales in the buyer's journey process and make calls to potential new customers inviting them to try the software.
- Manage daily office functions such as handling incoming phone calls, greeting visitors, managing the signing of contracts, logistical coordination for team events, etc.
- Identify Sales & Marketing Qualified Leads.
- Cull through old leads to re-interest them.
- Initiate sales process by making an initial presentation, demonstration, and free trial.
- Support current customer base with questions pertaining to the software.
- Closes sales by building a rapport with potential clients; explaining product details, capabilities, overcoming objections.
- Contributes information to market strategy by monitoring competitive products and client reactions to said competition.
- Realizes and strives toward meeting sales goals.

Requirements:

- Demonstrate capability to effectively prioritize and handle multiple tasks concurrently, with little direction.
- Strong self-motivation and initiative.
- Exceptional presentation abilities.
- Proficiency in internal communication, facilitating seamless collaboration within the team.
- Aptitude for sales closing techniques.
- Strategic sales planning expertise.
- Track record of consistently surpassing sales targets.
- Advanced proficiency in Microsoft Office, Google Sheets, HubSpot, and Details Software.

Send resumes to hello@detailsflowers.com