



## **Telemarketing and Database Assistant (£20,000pa OTE)**

We currently are seeking a telemarketing executive to join our sales and marketing team on a permanent basis. This is not a sales role however you will need to be personable and proactive, with excellent communication skills, excellent written and spoken English, be able to engage well with professional business-to-business executives over the telephone and willing to learn.

Depending on your own aspirations this role could lead either in a sales or marketing role within our company

### **About us**

We are a leading software company based in Reading with offices in the US. We develop solutions for email archiving, performance and security. Email management is a hot subject in today's industry and forecasting fourfold growth in the next 3 years. You will be joining a small sales team of highly skilled individuals with the aim of exploiting the potential growth.

### **The Job**

Working Monday to Friday 9:00am to 5:30pm you will be contacting UK business to carry out telemarketing exercises to find and confirm the following information

- New contacts details
- Verify contact names
- Check job titles
- Confirm company employee size etc.

You will need to maintain our sales database, checking and updating contact records, entering new data as required.

Conduct internet research to find new leads and verify contact names using sites such as Google and LinkedIn.

Help to improve email marketing campaigns by cleaning and checking lists, dealing with or forwarding leads or enquiries to our sales team.

### **The Person**

You will have an excellent telephone manner, tenacious approach and good communication skills. You will be steady and persistent, have experience with Microsoft Office to a decent level in Word, Excel and Outlook. You will have the ability to be able to prioritise and meet deadlines with a keen eye on detail.

### **The Benefits**

- Basic Salary £15,000
- Commission £5,000
- 24 days leave per year plus public holidays
- Company matched pension scheme
- Share option scheme



- Child care voucher scheme
- Training when required
- Career progression
- Office within easy reach of public transport
- Free car parking

If you are interested then please send you CV to our HR department [HR@c2c.com](mailto:HR@c2c.com), please also include a cover letter outlining why you think you our right for us.

No agencies, please.