

## Job Description – Sales Executive

### Summary

Capita Translation and Interpreting, part of Capita PLC, is a global language provider. We specialize in delivering personalized and secure language solutions that simplify the complex nature of today's global communications. Blending technology and language experts to develop the most efficient and cost-effective workflows, and guaranteeing compliance, transparency, and consistency for our customers every time.

Due to exciting growth, we are looking to expand our US team, seeking individuals that have a passion for sales and the desire and drive to find new opportunities. The position of Sales Executive is responsible for developing new business relationships and opportunities.

### Detailed responsibilities and accountabilities:

- Develop new client relationships by proactive outreach
- Identify, qualify, develop, and close sales opportunities
- Prospecting and client profile building/mapping
- Research prospects, identify key decision makers and generate interest
- Work with clients looking for a partner in the localization industry and develop this partnership
- Work closely with Marketing on company initiatives to drive business development
- Develop and maintain sales pipeline

### Essential Experience

- Minimum Bachelor's degree or equivalent
- Impeccable communication skills, both internally and externally, written and verbal
- Excellent interpersonal skills
- Ability to establish relationships and rapport quickly and nurture these over time
- Attention to detail

### Desired Experience

- Experience in the localization industry, working in a fast-paced Sales role
- Experience using LinkedIn Sales Navigator for Business Development activities
- Experienced user of Salesforce, or similar CRM system

### Other

Reporting into our US HQ in New York. Remote based working is possible.

This role requires a professional outlook and an ability to build a good rapport with people and deliver administrative support with an incredible attention to detail. Cooperation and flexibility to match the demands of the business are essential.