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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job vacancy title** | Sales Executive |
| **Company name** | Perfect Print Ltd  |
| **Company postcode** | KT16 0AT |

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| **Job summary** |
| To research and identify  potential customers  for  the Services and Products supplied and manufactured by Creative Output via Social Media Corporate Websites and Exhibition Organiser Sites and any other applicable platforms   To engage with the prospects with a view to establishing their requirements for events and exhibition then offering our proposition to fulfil theirPotential requirements To keep an updated record within HubSpot CRM  of their Sales Activities and the potential for growth within this account  To build relationships with prospects through regular engagement to explore when potential opportunities may arise and potentially convert to customers  Create Presentations of our Products and Services moulded to suit the prospects requirement of any identified client brief |

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| **Essential skills, experience and qualifications**  |
| Good Knowledge of Microsoft Office Good Verbal Communication and Written Skills Trainee Exhibition and Event Design We are seeking a talented, motivated, and hard-working exhibition designer looking for their first job.The right candidate has a natural flair for design, spatial planning, and a keen eye for technical detail. Candidates must have a good understanding of construction, materials and be confident visualizing in 3D. |
| **Hours per week** | **25** |
| **Working pattern**  | 5 hours per day (Mon-Fri) 25 hours p/w |
| **Hourly rate of pay** | NMW |
| **Employability support**  |
| **Training provided by Impactful Governance – CIC (Kickstart Gateway)****Month one of appointment:** Work preparation for *this* roleWeek 1 – session 1 Work Readiness Welcome to your new role* Working in different sectors
* Organisation types
* Achievement

Week 1 – session 2 Structures of organisations Expectations of the role* What employers need.
* Structures and reporting
* Leadership models
* Research on how we work
* Team work and individual roles

Week 2 – session 3 Applying yourself The wider community and your role in it* Emotional rewards or work
* Team roles
* Empathy in the workplace
* Interview skills
* Behaviours

Week 2 – session 4 Communications Communication & Action Planning* Conversation cycle
* Learning styles
* Voicing concerns the right way
* Inclusive practices
* Active listening
* Action Plan

**Month five of appointment:** Preparation for the *next* job (Job readiness)Session 5 & Session 6 Mentoring & Coaching* Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role.
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| **If your vacancies are in more than one location, please complete a separate row for each** |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| **KT16 0AT** | **1** | **15/11/21** | **50** | **yes** | **Lodge 1&2, Lyne Hill, Lodge Lyne Crossing Road, Chertsey, Kent** **KT16 0AT** | Jane KellyTel: 07983975198**Email:** jane.kelly@creativeoutput.co.uk | **31/12/21** | CV by email & interview appointment time to be agreed with employer by phone or by email: info@urnsuk.com  | **Nov 21st**  |