



**Job Description**  
**Training Sales Advisor**

**Reports to:** Head of Learning and Development  
**Base:** Peterborough Office  
**Hours:** Monday to Friday, 9.00am till 5.00pm. (Totalling 35 hours per week). A flexible approach to working hours is required to meet the needs of the business, however flexible working hours will be considered.

**About Us**

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

**Main Duties and Responsibilities:**

- To sell the portfolio of training courses and services to both RHA members and non-members.
- This a proactive outbound desk-based sales role
- Generating own sales pipeline and prospects, through the effective use of lists, resources, data and other resources.
- Updating company systems with details about training courses sold and creating market intelligence
- Identify new Business opportunities and revenue streams.

**Key Skills:**

- This is a new business development role so a proactive approach with a can-do attitude is essential
- IT literate and a comprehensive understanding of Windows based programmes to include Word, Excel and Outlook
- Proven ability to effectively sell to existing and new clients through a range of methods
- Excellent organisational to include the effective management of own workload.
- Good attention to detail and accuracy
- Ability to collect, analyse information in a systematic manner that results in problems and solutions being identified
- Strong work ethic and ability to work autonomously
- Strong understanding of data from a commercial point of view and the ability to make sound commercial decisions.
- Good written and oral communication skills
- Ability to communicate face to face and over the telephone

**General:**

- All enquiries should be handled promptly and accurately, in accordance with business needs.
- Useful sources of information should be shared with colleagues
- Any other tasks which can reasonable be performed as requested by the Management Team / your line manager.
- Attendance required at trade events, there will be occasions when overnight stays away from home are required.

**General Responsibilities:**

All employees of the RHA have the following responsibilities: -

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**