



Job Title: Sales Executive

Salary: Depending on Experience

Contract: Part-Time (16 – 24 hours), permanent

Location: Hybrid working from home and our Nottingham office

Due to an expanding workload, we have an exciting career progression opportunity to join the growing team within our consultancy practice. We are looking for a Sales Executive with at least 2 years experience and a proven track record in achieving sales targets and building client relationships. In turn, Encon Associates can offer a career with scope for responsibility, autonomy and growth.

Encon Associates Limited

Founded in 2008, Encon Associates is committed to driving long-lasting environmental change within the built environment. Our established building and sustainability consultancy consists of construction industry professionals who understand the obstacles that modern developers face and offer a full suite of services all under one roof.

Main Responsibilities

The role holder will take a lead on business development, identifying and pursuing opportunities for business growth. You will work both independently to generate enquiries and new leads and in collaboration with Directors and Consultants to develop sales focus and strategy.

If successful, you will be expected to gain an understanding of environmental construction & planning. A detailed knowledge of the sustainability services offered by Encon will be essential in building strong relationships with potential new customers, fostering confidence in and loyalty to the business. This may include attending customer meetings and industry events, as well as preparing and delivering presentations that address client requirements and showcase the company.

The role holder will maintain accurate CRM records and produce sales activity reports for review within the monthly sales meeting.

The Role:

- **Business Development:** Identify and pursue opportunities for business growth
- **Building Relationships:** Cultivate strong relationships with potential new customers to foster trust and loyalty
- **Customer Meetings:** Attend meetings with clients to understand their needs and present suitable solutions
- **Customer Presentations:** Prepare and deliver compelling presentations that address client requirements and showcase company offerings
- **Records:** Maintaining accurate CRM records for all outbound/inbound activity, calls, emails, meetings, and progress
- **Reporting:** Producing monthly reports to track sales activity, forecast accuracy, and wins/losses
- **Monthly Review Meetings:** Participate in review sessions taking place at our Nottingham office
- **Events:** Attend events to generate new clients and engage with existing clients to strengthen relationships

The ideal candidate will demonstrate:

- At least 2 years of sales experience
- Strong commercial acumen with demonstrated success in sales-driven environment.
- Experience working in collaborative environments
- Excellent communication, interpersonal, negotiation and presentation skills
- Outstanding customer service and the ability to grow long term business relationships

Benefits Package

Salary

Depending on experience

Office Location/Hours

The role offers hybrid working and a flexible working week of between 16 – 24 hours. The successful candidate will mainly work from home with a requirement to be in our Nottingham office 1 – 2 days per month.

Holidays

20 days flexible holiday (pro-rata for part-time working), plus additional Christmas closure (usually 4-5 days) and Bank Holidays.

Training

Ongoing in house and external training will be provided and professional membership fees will be paid.

Flexible Working

Encon Associates are proud to be a family friendly employer, offering flexible and part time working. We work with all colleagues to understand their needs for a work life balance and we are always willing to discuss options to accommodate this.

Closing Date: 29th August 2025

If you would like to join our expanding team please forward an up to date CV with covering letter addressed to the Directors for consideration. enquiries@enconassociates.com

Requirement	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Educated to degree level in Sales Business/Management/Marketing
Experience	<ul style="list-style-type: none"> • At least 2 years of sales experience • Experience of working in collaborative environments • Track record of outstanding customer service and the ability to grow long term business relationships • Maintaining accurate CRM records 	<ul style="list-style-type: none"> • Understanding of environmental construction and planning
Skills	<ul style="list-style-type: none"> • Producing reports to track sales activity, forecast accuracy and wins/losses • Strong commercial acumen with demonstrated success in a sales driven environment • Good financial and analytical skills • Strong organisational, problem solving and time management skills • Excellent communication, interpersonal, negotiation and presentation skills 	<ul style="list-style-type: none"> •