



**Sapphire**  
CONTRACTING

# Want to join the Sapphire team

Apply today!

<b>Role title</b>	New Business Executive
<b>Hour of work</b>	Monday - Friday 9:00am - 5:30pm
<b>Salary</b>	£25,000 + Commission (£37k OTE)
<b>The Person</b>	<ul style="list-style-type: none"><li>• 'Above and beyond' attitude</li><li>• Driven</li><li>• Keen to learn &amp; develop</li><li>• Takes responsibility</li><li>• Team player</li><li>• Contributes with ideas</li><li>• Thrives in a fast-paced work environment</li><li>• Effective communicator</li><li>• Bright with a solid grasp of numeracy (GCSE C minimum)</li><li>• Money motivated</li></ul>
<b>Why Sapphire?</b>	<ul style="list-style-type: none"><li>• Employee-owned company</li><li>• A world class 3-star Best Company to work for</li><li>• Minimum of 34 days holiday (rising with service), including your birthday off</li><li>• Monthly team get-togethers</li><li>• Electric Vehicle salary sacrifice scheme</li><li>• A range of company incentive targets</li><li>• Incentive trips - previously Las Vegas, Barcelona, New York and more</li><li>• Clear career progression - 60% of senior managers have progressed from entry level roles</li><li>• A brand-new office with a games room, bar and flexible working space</li><li>• Fresh fruit and smoothies</li><li>• Employee healthcare membership</li></ul>

01625 539 997  
wearesapphire.co.uk

Sapphire Accounting Limited,  
Bramhall House, 14 Ack Lane East, Bramhall,  
Stockport, SK7 2BY



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Main areas of responsibility	
<b>Vacancy description</b>	This is an exciting role in an Employee-Owned Payroll and Accountancy business based in Bramhall which plans to grow its client base significantly over the next 12 months.
<b>Principle Responsibilities</b>	<ul style="list-style-type: none"><li>• Outbound sales, converting warm leads to business</li><li>• Calling leads within the agreed SLAs</li><li>• Technical payslip explanations</li><li>• Ensure a world-class first impression for all contractors to maintain our industry leading reputation</li><li>• Be aware of, and adhere to, any relevant compliance criteria</li><li>• Convert 80%+ of umbrella, CIS, deemed payment and PEO referrals</li><li>• Proactively chasing e-forms to ensure contractors sign promptly</li><li>• Identifying and taking cross-selling opportunities for Sapphire's accountancy and third-party partner services (such as mortgages and IFAs)</li><li>• Communicate effectively with recruitment agency partners and account managers</li><li>• Communicate effectively with team and cross-departmentally.</li><li>• Contribute to team strategy</li><li>• Get involved with and contribute to regular team meetings</li></ul>
<b>Recruitment process</b>	<p>There will be a 2-hour face-to-face interview process, preceded by a 15-minute Teams interview:</p> <ol style="list-style-type: none"><li>1. Numeracy exercise (15 mins)</li><li>2. Q&amp;A (45 mins)</li></ol> <p>A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&amp;A's</p>

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