**Membership Development Sales Executive (MDSE)**

**Salary £25,000**

APM is looking for an enthusiastic Sales Executive with solid sales experience to join APM’s Membership Development team. This is a new role enabling the Membership Development team to focus maximum effort on key accounts by proactively managing the Corporate Affiliate clients, to derive maximum value from APM Corporate Partnership, improving retention rates and the overall perception of value derived from membership for this segment.

You will be working with the Membership Development team to put in place a proactive tailored plan to deliver value to Corporate Affiliates by becoming the key contact point for this customer group, raising awareness of opportunities they can benefit from. You will support the Membership Development Team where required through the coordination of meetings and forums, dispatching marketing materials, providing monthly statistics and ad hoc analysis.

The Sales Executive will have officer level experience in a customer facing role within a sales environment, with a proven track record in making outbound sales calls and knowledge of sales and relationship management techniques in a B2B environment. Excellent IT skills and proficient use of Microsoft Office tools (Word, Excel and PowerPoint) and user level capability in web based communications and database operations is a key requirement for this role, as is previous CRM management experience.

*The award-winning Association for Project Management (APM) is a registered educational charity with over 23,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. The APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. Our 2020 vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: A world in which all projects succeed.*

**Closing date – 19 May 2017**

**If you are interested in this opportunity and feel you have the necessary skills & expertise to work with APM please send your CV with a covering letter clearly stating why you think you are suitable for this position to Caroline Brooks, HR Generalist, Association for Project Management, Ibis House, Unit D3 & D4, Regent Park, Princes Risborough, Bucks HP27 9LE or e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk)

**To view the full job description, please visit:** [**www.apm.org.uk/Vacancies**](http://www.apm.org.uk/Vacancies)

**Please note if you have not been contacted within three weeks of the closing date, unfortunately your application has been unsuccessful on this occasion. We wish you all the success in finding employment.NO AGENCIES PLEASE**

***Main benefits at APM:***

* 25 days holiday (excluding all public holidays). This increases with length of service - by 1 day after 4 years’ service, then another day every other year, to a max of 30 days per year)
* Private healthcare and dental cover is available after completion of 6 month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind’.
* Pension scheme offered in line with Auto Enrolment. APM can contribute up to 7% of your salary depending on your own contribution. Even if you don’t want to make any contributions, APM can contribute 4% of your salary. The Pension scheme is available as a salary sacrifice.
* There is a sick pay scheme which pays up to 30 days full pay for sickness absence in a rolling 12 months period, payable after probationary period.
* Life Assurance 4 x salary
* Salary sacrifice schemes - childcare vouchers, bus and train season ticket loans, cycle to work scheme, walking to work scheme, additional annual leave (up to 10 days), pension scheme.
* Free parking - this is not guaranteed
* Employee Assistance Programme
* Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM’s overall financial performance.