

# KICK-START YOUR CAREER WITH DASA UMBRELLA

## JOB VACANCY

**Position:** Outbound Telesales Advisor  
**Contract:** Permanent  
**Remuneration:** Competitive Salary based on experience, plus Commission  
**Location:** Edgware - London  
**Hours:** Monday to Friday 9am – 5pm

## Job Description

We are recruiting for an Outbound Telesales Advisor to join our inspiring team in Edgware, London, to help promote our award-winning payroll and accountancy services to temporary recruitment agencies. Working in conjunction with our national Business Development Managers (BDMs), the successful applicant will be responsible for identifying potential sales leads, developing a database of agency prospects and building a network of contacts within the recruitment agency sector.

To achieve this, the successful applicant will be expected to generate sales leads via a variety of communication techniques, including cold calling and introductory emails. Working to agreed targets and goals, the incumbent will integrate all leads into an established sales cycle and be expected to develop commercial opportunities on behalf of the existing team of three BDMs.

The primary function of the role will be to utilise outbound sales calls to generate appointments, develop relationships with new and existing contacts, update customer account information and assist with general administrative office duties. Contributing to sales meetings and growth strategies will also be encouraged.

Full training will be provided on all aspects of the company's processes and procedures, industry characteristics, including compliance and legislation, plus the wider socio-economic issues pertinent to the UK temporary recruitment industry. Reporting to the Sales Director, the successful applicant will be based in the company's contemporary head offices located on Edgware High Street.

For more information regarding the skills and attributes required, please see overleaf.

## Skills & Attributes Required

In the first instance, candidates will need to demonstrate a variety of hard and soft attributes including demonstrable interpersonal techniques, organisational and time-management skills, plus an aptitude for office-based IT systems and CRM (Customer Relationship Management) software programmes.

- **Communication Skills:**

It is essential that candidates are able to communicate with clients of all levels both verbally and electronically. A mature telephone manner is a prerequisite and proven literary skills would also be advantageous.

- **Organisational & Time-management Skills:**

The nature of the role demands that candidates must be highly organised and able to manage their responsibilities in a timely manner. Diary and calendar management skills are essential as are meeting deadlines, working to schedules and juggling client requirements of clients on a daily basis.

- **Technical & Computer Skills:**

Proficiency in Microsoft Office programmes will be advantageous as the company uses the platform to manage emails, documents and presentations. The company also uses the Zoho CRM platform to manage and process client data and sales performance so an ability to learn the nuances of the programme will be beneficial. An appreciation of social media platforms (especially LinkedIn) would also be helpful.

- **Drive & Self-motivation:**

Applicants should be self-motivated with the ability to work both as part of a team and unsupervised. We are looking for an ambitious individual inspired by the potential of the position and committed to taking their first step on a potentially lucrative and rewarding career in business development and sales.

- **Industry Awareness**

Applicants should have a interest in the recruitment industry and the vital contribution it makes to the UK economy and wider employment landscape. An appreciation of the trends and statistics which impact upon the world of work would be helpful as would a desire to help clients maximise the commercial potential of partnering with DASA Umbrella Limited.

## About DASA Umbrella Limited

DASA Umbrella is one of the most compliant payroll providers in the UK with an enviable reputation for compliance, transparency and best practice. The award-winning business is part of the DASA Group of Companies based in newly refurbished offices in the centre of Edgware which is easily accessible by car or public transport.

The current team of 20+ employees benefit from working for an equal opportunity employer committed to an inspiring, inclusive, and diverse work culture and staff welfare programme. A list of the company's awards and accreditations is published below:

- Contracting Awards 2022 – Winner – Best Umbrella Company (500 – 1499 Clients)
- Contracting Awards 2020 – Winner – Best Umbrella Company (Under 1,499 Clients)
- Investors in People Awards 2021 – Short-listed – Best Newcomer
- APSCo (The Association of Professional Staffing Companies) – Trusted Partner
- FCSA (Freelancer & Contractor Services Association) – Member
- Professional Passport – Accredited Member
- TEAM (The Employment Agents Movement) - Service Provider
- Umbrella Leaders Association – Member

## Application Process

Candidates interested in applying for the role of Outbound Telesales Advisor should submit their CV by email, plus a covering letter outlining their current circumstances and career expectations to:

### Leo Pereira

Sales Director

**Email: [Leo@dasa-umbrella.co.uk](mailto:Leo@dasa-umbrella.co.uk)**

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