



## **Job Description - Graduate Internal Sales Executive**

### **The opportunity**

Recarta have an established senior sales team and we are looking to augment that with some new talent who can drive our business to the next level. You would be able to leverage the experience of the senior colleagues and build your own client base where you would identify new projects and opportunities. These projects vary from consultancy engagements and AI implementations to the more mundane infrastructure renewals. To be successful you will need to be constantly curious about these businesses, what they need and how you can deliver it for them. It can be very rewarding for the right candidate as there are no limits on commission plans but achieving that will need hard work.

This is a new role within Recarta and one that can develop over time to either field sales or marketing.

### **What We're Looking For:**

- Recent graduate (any discipline, business-related preferred)
- Positive attitude and approach
- Ability to take the ups and downs of a sales environment
- Excellent communication and interpersonal skills
- Strong customer focus and problem-solving ability
- Confident, resilient, and eager to learn
- Organised with attention to detail
- Ability to work well in a team and independently
- Proficient in Microsoft Office and CRM systems (training provided)

### **Key Responsibilities:**

- Respond to inbound enquiries and follow up on outbound marketing campaigns
- Build and maintain strong relationships with new and existing customers
- Identify customer needs and provide tailored product or service recommendations
- Generate quotes, process orders, and manage customer accounts
- Work closely with external sales reps and other departments to ensure smooth service delivery

- Meet or exceed sales targets and KPIs
- Maintain accurate records of customer interactions and opportunities using CRM tools
- Stay up to date with product knowledge and market trends

### **What We Offer:**

- Competitive salary + performance-based commission
- Ongoing training and professional development
- Clear progression pathway into external sales or other areas of the business
- Supportive and dynamic team environment
- Modern office and hybrid/flexible working options (where applicable)
- Hours: 9.00am to 5.30pm
- Pension – Company contribution as per government guidelines
- 28 days holiday per year inclusive of Bank Holidays

### **About Recarta IT Limited:**

Recarta IT was established in 2005 and currently holds its head office in Ranmore Common (Dorking) with additional offices in Bristol, and Guernsey.

Recarta has three key strategies:

- To scope, supply and integrate enterprise server and storage solutions.
- Provide hosting, professional services and managed services to a wide range of server and storage clients.
- Supply and renew a wide range of vendor hardware, and software maintenance offerings. Alongside vendor software licensing, compliance, and renewals.

Recarta currently works with over 280 clients annually, servicing public sector, manufacturing, distribution, financial and retail sectors. Recarta currently employs 45 people including technical and sales consultants.