

Database Executive

Role and Responsibilities

- Responsible for calling our target client companies to establish key decision makers' names and contact details.
- Continually updating existing client details to ensure data is accurate.
- Obtaining new contact information from trade publications.
- Ensuring correct contact details are in place for each category specific campaign.
- Entering data gathered onto relevant database

Knowledge and Experience required:

- Previous experience in a similar role would be a distinct advantage
- Knowledge of ACT or similar sales database
- Knowledge of Windows 7 – Excel, Word and Outlook

Skills required:

- Professional and confident telephone manner
- Good typing skills and a high level of accuracy
- PC Literate
- Team player