

**PCG  
JOB DESCRIPTION**

|   |        |              |        |
|---|--------|--------------|--------|
| <b>JOB TITLE: Sales Representative</b>  |        |              |        |
| JOB REF:  | PCG254 | COST CENTRE: | 20-222 |
| DIVISION/DEPARTMENT: PCG  |        |              |        |
| REPORTING TO: Senior Sales Manager  |        |              |        |
| JOB TYPE: Full Time   |        |              |        |
| LOCATION: Boston  |        |              |        |
| <b>PURPOSE OF JOB</b>   |        |              |        |
| To sell content on behalf of specific PCG content sales clients.  |        |              |        |
| <b>KEY RESPONSIBILITIES</b>   |        |              |        |
| Achieve annual sales targets for each publisher.  |        |              |        |
| <b>MAIN/CORE TASKS</b>  |        |              |        |
| <ul style="list-style-type: none"> <li>• Develop leads and manage pipeline</li> <li>• Contact libraries and academics where appropriate</li> <li>• Promote content</li> <li>• Develop and negotiate sales</li> <li>• Communicate internally and with client</li> <li>• Prompt reporting</li> <li>• Conference attendance</li> <li>• Occasional site visits</li> <li>• Achieve sales target</li> </ul> |        |              |        |
| <b>KEY TECHNICAL SKILLS SUMMARY</b>   |        |              |        |
| Strong CRM, Excel and sales skills. Strong verbal and written communication.  |        |              |        |
| <b>FLEXIBILITY STATEMENT</b>  |        |              |        |
| <i>The fast moving nature of the company's business also means that you may, from time to time, be asked to perform roles outside your original job description. This allows the company to utilise its people in the best possible way at all times and to help employees make their contribution to a changing environment.</i>   |        |              |        |
| <b>INTERNAL RELATIONSHIPS</b>   |        |              |        |
| Content Sales, PCG Finance, Teleservices  |        |              |        |



#### EXTERNAL CONTACTS

Academic librarians, academics, and consortia across the US/Canada, and current clients; potential clients; industry organizations; international corporations (potential customers).

**Interested applicants should send their resume to [recruitment@ingenta.com](mailto:recruitment@ingenta.com) quoting the above job reference.**