



Position: Presales Executive

Reporting To: Sales Engagement Manager

Status: Permanent

Salary: £20,000 - £23,000 per year DOE

Hours: Full Time (basic hours are 9.00 a.m. to 17.30 p.m.)

Based: Hastings

The Company:

UTP Merchant Services Limited (www.utpgroup.co.uk) and its sister company Faster Processing Limited (www.fasterprocessing.com) are two of the fastest growing, innovative fintech organisations in the UK. Through a mixture of innovation and a focus on delivering outstanding customer service, we are committed to providing our customer base with market leading credit and debit card processing solutions. With a customer base of over 20,000 customers, approximately £3 billion is processed across UTP's estate of credit card machines each year with many hundreds of new customers being added on a monthly basis.

The Role:

We are looking for a motivated person to join our existing internal Presales team. The ideal candidate will need to be good with numbers, having an A level or above in Maths would be an advantage but not essential. In return UTP can offer progression and an opportunity to develop your knowledge of the financial sector.

To be considered for this role you will need to the following skills / attributes:

- Confident communicator.
- Proactive and intuitive.
- Highly motivated and result driven.
- Adaptable to a changing workload.

Training:

You will be working alongside the current Presales Team, who will provide training and will work with you to develop your skills in a friendly environment to ensure you achieve your full potential. If you would like the opportunity to be part of a company that offers real rewards for your effort, please apply today!

Daily responsibilities:

- Answering office phone and providing accurate messages to the team.
- Learning processes from each department.
- Keeping records up to date reporting information when required.
- Outstanding communication and interpersonal skills.
- Excellent organisational skills.
- Excellent knowledge of MS Office particularly Excel.
- Develop and utilise a good understanding of UTP's products and services.
- Dealing with enquiries in a timely and efficient manner from both internally and external teams.
- Develop an understanding of our revenue structure and pricing.
- Resolving any issues that might arise during the sales process.
- Confidently dealing with customers over the phone.
- General administration duties.



**For fun:**

- Last Friday of the month – drinks on us!
- Quarterly team building event.
- Annual awards ceremony.
- Friday breakfast.
- Day off on your Birthday!
- 21 days holiday.
- For your Wellbeing (Mind, Body & Soul):
- Access to our Employee Assistance Programme (offering confidential support and guidance).
- Access to our online workout platforms (HIIT).
- Access to our meditation, hypnosis and yoga platforms.
- For your continued Development:
- Access to our online learning platform.

Benefits:

- Company events
- Company pension
- Employee discount
- Free flu jabs
- Health & wellbeing programme
- Referral programme
- Transport links

Schedule:

- Monday to Friday
- No weekends

Supplemental pay types:

- Commission pay
- Performance bonus

Ability to commute/relocate:

- Hastings, TN34 1EA: reliably commute or plan to relocate before starting work (required)

Work Location:

- In person

Due to the nature of our business all prospective employment offers will be subject to a satisfactory disclosure from the Criminal Records Bureau in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997.

