

POSITION	Account Manager	REPORTS TO	UK Sales Manager
PREPARED BY	Paul Mcloughlin	APPROVED BY	
FLSA DESIGNATION		WORKER CATEGORY	
WORK LOCATION	Manchester Office	WORK SCHEDULE	Mon-Fri 9-5pm
EFFECTIVE DATE	01/07/2024	REVISION DATE	
POSITION DETAILS			
POSITION SUMMARY	<p>The Account Manager will work with the Sales Manager with a retention and growth target within the relevant sector. Accounts provided work will be at the discretion of the Sales Manager. We're looking for an ambitious, organised, proactive individual looking for their first or a continued step in Account Management. We don't expect applicants to have sector experience, but a proven sales track record is desired. Training will be provided to help adapt your skills to this role. Over time we expect that the successful applicant will develop within the company and specialise their skills.</p>		
ESSENTIAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Accountable for personal retention and growth target within a designated set of accounts and within relevant sector • Meets assigned targets for profitable sales volume, market share, and other key financial performance objectives • Comfortable on the phone and able to develop and nurture existing customer relationships • Identify growth opportunities via phone / social media activity • Achieves assigned organisational objectives for Sales 		

DIRECT REPORTS	Sales Manager
WORK ENVIRONMENT AND PHYSICAL DEMANDS	Sale Office Manchester. Desk based role
QUALIFICATIONS	
MINIMUM EDUCATION REQUIREMENTS	<p><u>Qualifications/Education and Experience:</u></p> <ul style="list-style-type: none"> Qualified to GCSE level (5 @ A-C grade) as a minimum.
MINIMUM EXPERIENCE REQUIREMENTS	Experience in a sales role preferred but not a pre-requisite
PREFERRED QUALIFICATIONS	<p><u>Qualifications/Education and Experience:</u></p> <ul style="list-style-type: none"> Qualified to GCSE level (5 @ A-C grade) as a minimum.
REQUIRED CERTIFICATIONS AND/OR LICENSES	Driving license
REQUIRED KNOWLEDGE, SKILLS, AND/OR ABILITIES	<ul style="list-style-type: none"> PC Literate Commutable to Manchester office daily with occasional customer visits to territory Team player with the ability to collaborate with others

- Able to demonstrate ability to communicate with different contacts within account base
- Belief that all business opportunities start with knowledge of how to create value for a customer
- Excellent verbal and written communication skills including presentation
- Must be a self-starter and meet deadlines consistently

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated duties, responsibilities, skills, efforts, working conditions, or physical demands. The organization reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and job titles as it deems necessary to meet the needs of the business.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position functions.

SIGNATURE OF RECEIPT

Employee signature below constitutes employee's understanding of the essential duties, responsibilities, and requirements of the position.

EMPLOYEE SIGNATURE			
PRINTED NAME		DATE	



Job Description
