

RESULTS - ACCOUNT MANAGER - JOB SPECIFICATION

Application Process:

Email CV with covering email to mark.rainbow@resultsglobal.com

Job Description & Position Profile:

Job Title: Account Manager
Reporting to: Assigned Team Leader(s)
Location: Unit 10, Wheatfields, Springhill Office Park, Harborough Road, Pitsford, Northamptonshire

Terms & Conditions:

Starting Salary: Up to £18,000 (negotiable)
Career Prospects: Growing business where we train, develop & promote from within
Salary Prospects: Adjusted in accordance with the level of responsibility taken on and value added to the business
Hours: Monday-Friday 8.50-5.30 (hour for lunch)
Holidays: 20 days + bank holidays. 5 of the 20 days to be applied to the 2-week Christmas shut-down

The Company:

We provide intelligent B2B telemarketing, business development and market research support to suppliers of products and services to the construction, built environment and industrial markets.

With more than 25 years' experience and proprietary market intelligence, we offer a targeted, proven way to increase our clients sales & and improve their market awareness.

We have such strong relationships with our clients because we deliver results, not packages or services. We ensure we understand our clients challenges and goals, then we develop a targeted strategy that adds measurable value.

The Position:

Role Purpose & Objectives:

To professionally, effectively & efficiently deliver our service on behalf of the client(s) in accordance with the project brief and the subsequent strategy agreed between Results and the client.

Account Managers split their week between two different clients/projects. As client projects reach conclusion (months-to-years) Account Managers are assigned new client projects where new skills, knowledge, experiences & relationships should be acquired. For these reasons the Account Managers role is a varied one with great opportunities to learn, grow & develop.

Duties & Responsibilities:

Below is a short list of some of the responsibilities

- Complete understanding of client's background, products & services, target market sectors, competition, culture & values and internal structure.
- In depth understanding of our remit and the strategy aligned to meeting client objectives.
- Total understanding and adherence to project processes put in place.
- Develop and nurture a professional and credibility based relationship with the client(s)



- Quality outbound calls to specific prospects on behalf of clients with a view to identifying or creating new business opportunities (this is all Business to Business) and arranging meetings between our clients and the prospect to discuss the opportunity in more detail. Working from our best in class database and data.
- High end qualification enabling our client to better prepare for and manage the meeting with the prospect
- Accurate information input & organised management of database, facilitating structured targeting & pipeline management.
- All project related administration
- Assisting with the preparation of and attending review meetings with the client (once ready)
- Ongoing knowledge development of Construction & Building Services industry and subsequent supply chains to enable better performance.
- Ongoing development of telephone sales and other business development related skills.

Personal Skills & Qualities

Results is very much a people business where we believe we can train anybody to a high standard providing they are of the right character and therefore it is character that will always be the overriding thing we look for.

Other key qualities are:

- The ability to learn quickly
- Excellent retention of information
- Strong verbal communication skills (at all levels)
- Good written communication skills
- An ability to form relationships with other people quickly (internally and externally)
- Natural inner confidence
- Strong organisation traits
- Time management
- A work ethic conducive to being successful
- Presentable
- Initiative
- Decisive
- Desire/Hunger to succeed, develop & grow
- Open to feedback
- Adaptability & Flexibility
- Keyboard skills, understanding of MS Office packages
 - Minimum of 30 words per minute type speed. Go to <http://www.typeonline.co.uk/typingspeed.php> to test yourself
- Driver with license

To apply for this position, please email mark.rainbow@resultsagency.co.uk

