

JOB DESCRIPTION

Job Title: Account Manager – Venue Services	Department: Venue Services
Reporting To: Sales Director	Date: 01/10/2023
Responsible for: N/A	Location: Bristol (preferable)
<p>Job Summary:</p> <p>The role holder is required to develop and secure new opportunities for our Inspection and Maintenance business in the UK.</p> <p>The role holder is expected to generate their own leads from appropriate research, cold calling activities and their market experience, as well as to follow up inbound leads assigned to them.</p> <p>This role requires a highly focused and effective sales and business development professional, to meet and exceed specific sales performance targets. As a main point of contact for Venue Services you must have excellent customer service skills combined with effective negotiation and objection handling and a positive can-do attitude.</p> <p>You will need to work closely with the Sales, Technical and Operational functions to ensure the timely, efficient, profitable, and customer-focused delivery of our services.</p>	
<p>Key Responsibilities:</p> <p>Tasks will include but not be limited to the following:</p> <ul style="list-style-type: none"> ➤ Achieve and exceed revenue targets and margins in line with the agreed business plan. ➤ Manage and maintain a portfolio of accounts. ➤ Respond to customer incoming calls and emails. ➤ Perform effective telephone based cold & warm calling to generate new business opportunities. ➤ Maintain accurate CRM data relevant to your activities and targets. ➤ Creation of quotation and sales documents. ➤ Be confident interpreting, reporting, and communicating data. ➤ Ensure every job maximizes profit potential. ➤ Identify testing and inspection potential from our existing customer base and proactively sell this offering. ➤ Be aware of competitor quotes and the impact they may have on our business. ➤ Constructively communicate commercial/market information to department heads. ➤ Carry out all required administrative work in a timely fashion to ensure documentation is uniformly presented. ➤ Proactively assesses, clarify, and validate customer needs on an on-going basis. ➤ Be highly proactive in chasing and closing outstanding quotations and instigating new business. ➤ Any other reasonable duties as directed by your manager. 	

Agreed by Job Holder:

Signed:

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Print Name:

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Date:

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