

Job Title **New Business Account Manager**
Salary range **Commensurate with experience**
Staff Group **Sales & Accounts**

ROLE SUMMARY

We are looking for a candidate with a background in sales and account management to buy into our values and join our successful and dynamic team based in the Hertfordshire/Cambridgeshire border. We want a candidate hungry for a career and not just a job.

Are you a successful sales person looking for an exciting new opportunity? We are looking to recruit a new member to our small, dynamic team based in Hertfordshire, who can help us move the company forward and continue to expand in an ever-changing industry.

Account management	50%
<ul style="list-style-type: none">• Expand existing accounts by building up core relationships with clients.• Contact management to create a sales pipeline funnel and forward order book.• Quote all jobs in a timely manner following our matrix guidelines.• Dealing with new enquiries via our website and cultivate organic growth.• Give technical advice and support to clients.• Ensure individual target, team targets and KPI's are met.• Respond to management incentives on targeting sectors.• Some field based sales might be required on ad-hoc basis.	
Business development duties	10%
<ul style="list-style-type: none">• Refine and maintain a robust personal account database, whilst working with the management team.• Achieve monthly, quarterly and annual targets.• Develop and grow personal skills and annual personal development plan.• Understand and use knowledge of the market and competitors, identify and develop the company's unique selling propositions and differentiators.• Actively find and contribute new ideas for the development of the total business.• Constantly review opportunities that will lead to an increase in sales, including marketing/advertising campaigns.	
Administration duties	40%
<ul style="list-style-type: none">• Provide administration and customer service support – a “one touch” approach.• Maintaining the CRM system to ensure data quality.• Calculating envelopes for smaller projects (training is to be provided).• Ensure all emails and phone call enquiries are answered in a timely and professional manner.• Booking jobs with our field engineers ensuring logistic approach is adopted.• Ensure all reports are sent to clients without any delay.• Ensure tasks are dealt with immediately to ensure smooth running of the business.• Dealing with sub-contractors to fulfil quotations.• Ensuring housekeeping of accounts is always up-to-date with no outstanding tasks.	

CANDIDATE PROFILE

This section details the essential knowledge, skills and experience we require for the role.

Education & experience	Educated to GCSE/A level.
Specialist knowledge & skills	Excellent written and oral communication skills. Excellent telephone manner / customer service ability. Strong organisation skills. Appetite for learning is a must. A previous sales environment or role is advantageous.
Interpersonal & communication skills	Strong relationship-management skills. The ability to either learn or demonstrate how to grow and maintain relationships with clients and other external stakeholders. Confident, outgoing and a team player.
Relevant experience	Previous construction industry experience would be advantageous along with the ability to read architectural drawings.
Additional requirements	The ability to manage, mentor and motivate other members of the team. Full driving licence.
Desirable requirements	Sales/Account/New Business Account – experience 1+ years.

ROLE DETAILS

Working pattern: Monday to Friday

Hours of work: 8:00am – 5:00pm

Length of appointment: Permanent

Probation period: 3 months

Annual leave: 20 days plus public holidays

Pension eligibility: Enrolment 01/05/2017

SCREENING CHECK REQUIREMENTS

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. We will refuse any application if this cannot be provided.

APPLICATION PROCESS

To submit an application for this vacancy, please send a Curriculum Vitae (CV) and cover letter to **Claire Sadler hireme@atspaceltd.co.uk**

Join the Team

At ATSPACE LTD we are proud to build on passion, we are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the building industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry.

What ATSPACE Ltd can offer you

Excellent benefits

We reward those who are prepared to work with us with a good salary and generous performance-related bonus.

A welcoming and inclusive environment

We will help you settle into your new role and working environment. You will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

Development opportunities

We put this into practice by recruiting and promoting from within so that you can grow with us as we grow with you.

Equality of Opportunity

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.