



OWEN BROWN

## Job Description

<b>Client Organisation:</b>	<b>Owen Brown Limited</b>
<b>Job Title:</b>	<b>Account Manager</b>
<b>Location(s):</b>	<b>Peterborough</b>
<b>Role Objective: (brief summary of key function of role and where it fits into the organisation)</b>	
Reporting into the Divisional Director, this role is to achieve individual sales turnover target ensuring client care/satisfaction throughout the sales cycle. Ensure profitability of contracts with price setting.	
<b>Key Responsibilities: (list key tasks, responsibilities, deliverables etc.)</b>	
<ul style="list-style-type: none"><li>• Taking and acting on incoming enquiries.</li><li>• Preparing quotations and costings.</li><li>• Presentation of Company's products and services to clients.</li><li>• Site assessment and plan preparation.</li><li>• Advising clients on layout/sub contract items.</li><li>• Conversion to orders via follow-up.</li><li>• Negotiate terms of payment and prepare contract.</li><li>• Prepare information and orders for sub contractors, Operations Department and Site Foreman, etc.</li><li>• Brief Site Manager fully – including where appropriate introduction to site/client and discussion for his/your visits to site during commencement, build and completion.</li><li>• Carry out handover to client where required.</li><li>• Check client satisfaction post event and ensure invoice is generated quickly.</li><li>• Deal with any complaints.</li><li>• Maintain contact with clients – both regular and past.</li><li>• Set up longer term contracts with clients whenever possible.</li><li>• Attend regular sales/operations meetings to brief colleagues.</li><li>• Attend exhibitions as required.</li><li>• Proactive generation of own sales leads.</li><li>• Targeting new business opportunities.</li></ul>	

Skills & Experience: (include generic, specific sector, people management, languages etc.)	
<ul style="list-style-type: none"> <li>• Sales professional preferably with at least 2 years+ proven track record within an associated industry.</li> <li>• Experience in planning and developing a territory, qualifying opportunities and a track record in exceeding sales targets.</li> <li>• Some experience in site project management.</li> <li>• Experience of profiling accounts and putting together propositions.</li> <li>• Some experience in making professional sales presentations.</li> <li>• Experience of co-ordinating pre-sales resource and managing the 'sales cycle'.</li> <li>• Experience of identifying and generating own leads.</li> <li>• Able to efficiently use Microsoft Office software (Word, Excel, Outlook and PowerPoint).</li> </ul>	
Educational Qualifications:	
Minimum academic level required:	A Level
Ideal academic level preferred:	Graduate Level
Professional Qualifications:	
Mobility Requirements: (requirement for national/international travel, overseas assignments)	
<ul style="list-style-type: none"> <li>• Must hold clean, valid driving licence.</li> <li>• Flexible and able to travel frequently.</li> <li>• Occasional weekend working and overnight stays away from home.</li> </ul>	
Additional Specifications / Comments:	
This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.	