



JOB DESCRIPTION

Job Title:	Account Manager
Reporting to:	General Manager (IRL)
Location:	Munster / Connaught
Closing Date:	Thursday 31 st January 2019

Job Purpose: -

The post holder shall be responsible for maintaining existing customers and developing new customers to ensure continued profitable sales and further growth of market share throughout their assigned territory.

Key Responsibilities: -

- Effectively manage existing accounts across all channels to maximise profit & growth in line with an agreed development strategy;
- Seek opportunities to grow business through additional accounts in line with business & market requirements;
- Ensure existing and new services are successfully communicated to customers and prospects;
- Manage customer pricing and margins according to agreed aims and within parameters;
- Respond to and follow up sales enquiries using appropriate methods in a timely fashion;
- Use the company's CRM system to record customer and prospect contact activities and update relevant information held in the system;
- Support local marketing activities to agreed budgets and timescales and integrate personal sales efforts with other organised marketing activities e.g., product launches, promotions and exhibitions;
- Monitor and report on market and competitor activities and provide relevant reports and information as appropriate;
- Record, analyse and report on sales activities, quarterly business reviews and results on a regular and timely basis to the General Manager and other staff as required;
- Communicate, liaise and negotiate internally and externally using appropriate methods to facilitate the development of profitable business relationships to include support on credit control issues within their customer base;
- Attend and present at external customer meetings and internal meetings with other company functions necessary to perform duties and aid business development;
- Attend training to develop relevant knowledge, techniques and skills as required;
- Provide technical support and guidance for the client portfolio and operational field teams.



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Essential Criteria

- Educated to degree level with at least two years' experience operating in an Account Management role. Alternatively, we will consider applications from those with lesser qualifications but at least five years' experience.
- A demonstrable track record of achieving targets through the conversion of business opportunities into sales.
- Experience of developing and managing working relationships with clients across a range of industry areas.
- Good knowledge of HSG 274, HTM 04 – 01, HPSC, National Guidelines for the Control of Legionella in Ireland 2009
- A proven self-starter with the ability to develop and implement effective account development plans using the requisite analytical and organisational skills.
- Self-motivated, energetic and enthusiastic team player.
- Determined and goal-oriented, matched by high ethical values demonstrating honesty and integrity.
- Ability to learn, communicate and present key technical sales messages.
- Competent in the use of Microsoft Office particularly Word and Excel.

Desirable criteria: -

Preference may be given to those candidates who:

- Are educated to degree level;
- Have gained their sales experience within the environmental sector specifically: (i) legionella control, (ii) Environmental Services, (iii) and H & S consultancy services.
- BOHS P901

Note: the full job roles and responsibilities are not limited to those mentioned above and further objectives, responsibilities and targets will be agreed in formal 1:1's with the line manager.