

# Job Description

## Account Manager

Location: <b>Field Based</b>	Department: <b>External Sales</b>
Level: <b>Team Member</b>	Line Manager: <b>Regional Manager</b>

### Primary Purpose and Function

To deliver against agreed objectives, revenue and margin targets by maximising and generating new opportunities within assigned accounts

### Key Accountabilities

- Deliver agreed quota of quality visits per day depending on geographic location of accounts
- Train internal operational staffs on the Accident Exchange proposition so all opportunities to increase revenue and margin are realised
- Present and train internal dealership staff on current merchandising and point of sale materials ensuring effective follow up to maximise claim referral opportunities
- Maximise sales initiatives and incentive programmes to drive increased referrals, claims, hires and revenue related activity
- Ensure a commercial knowledge of industry trends, market dynamics, and demographics to assess their effect on assigned accounts
- Develop effective relationships with all key stakeholders in order to collaboratively produce effective short term and long term strategic plans for revenue and profit maximisation
- Understand the Company's goal and purpose in order to continually enhance the sales proposition being offered and remain commercially astute
- Monitor customer performance and activity to over deliver agreed revenue and margin targets
- Research and build relationships with new clients, identify and meet appropriate decision makers in order to enhance and develop existing and new relationships
- Track and record all sales activity on accounts including; forecasting sales targets and ensuring they are met and submitting weekly progress reports to ensure data is accurate and timely so Management is kept up to date
- Protect margin and customer satisfaction targets by building effective internal relationships so service delivery is right first time every time
- To achieve objectives and targets set
- Carry out reasonable tasks as requested by your line Manager.

### Personal Specifications

- Experience working in a similar field based targeted role

- Ideally a knowledge and understanding of the marketplace
- Previous business development, account management experience, ideally within the motor trade
- Proven track results of achieving targets and increasing business and revenue
- Ability to listen, consult and influence others
- Commercial acumen including market place trends
- Clear, concise and confident verbal and written communication skills
- Good organisational skills, able to plan and manage time effectively
- Positive approach to building new relationships
- Competent with using (MS Office) MS Word, Excel and Power Point
- Willingness to travel
- Geographically located
- Adaptable, tenacious self-starter who is results orientated
- Ability to work on own initiative
- Demonstrate behaviour in line with Company values; Inspired to Innovate, Always Respectful, Fully Accountable, Delivering Delight.