

JOB DESCRIPTION

SMAS Worksafe Account Manager

Location: Plymouth, Devon

Working within: Sales Team

Reporting to: Sales Team Manager

Salary & Benefits: £26,000 + commission & 25 Days' Holiday, Plus Bank Holidays

Normal hours of work: 37.5 per week, Mon to Fri between 08:30 & 16:30

A little about us

Safety Management Advisory Services is a specialist SHEQ compliance company working with many of the leading UK construction businesses. As a registered member of the Safety Schemes in Procurement (SSIP) Forum we offer two nationally recognised H&S, Environmental, Quality compliance schemes.

We are a member of the Citation Group, a private equity owned Group that leverages exceptional people and technology to support the SME marketplace with Compliance and Quality led products.

Job Brief

As an Account Manager you will contact potential or existing SMAS Worksafe customers to inform them of products or services we provide. You will demonstrate exceptional levels of knowledge relating to the products and company and utilise this knowledge along with your sales skills to question and understand customer requirements and close sales.

Responsibilities

- ❖ Maintain an up-to-date knowledge of all products and services.
- ❖ Manage telephone callers promptly, accurately, and efficiently in a target driven environment.
- ❖ Build a relationship with customers, answering any questions they have and promoting products and services to effectively close sales.
- ❖ Issue relevant literature, illustrations.
- ❖ Pro-actively follow up enquiries.
- ❖ Contact customers periodically regarding services and products.
- ❖ Regularly meet or exceed daily & monthly KPI's.
- ❖ Follow organisational standards to maintain our exceptional quality service.
- ❖ complete admin activities for members when required.
- ❖ Work as part of a team to achieve team targets and maintain a positive, professional demeanour.
- ❖ Remain motivated to achieve high quality results with minimal supervision.

Please note this list is not exhaustive.

Requirements and Skills

- ❖ At least one years' experience working in a similar sales or service role within a likeminded sales environment.
- ❖ Excellent communication skills.
- ❖ Flexible outlook with high standards of time management.
- ❖ Confident team member within a small business environment.
- ❖ Ability to interpret information and an eye for detail.
- ❖ Good planning, prioritising, and problem-solving skills.
- ❖ Experience of operating and maintaining a range of manual and computerised information systems including using spread sheets, databases, and word processing packages; (including Outlook, Word, and Excel).
- ❖ A-C grade in English and Mathematics as a minimum requirement.