

<b>Job Title:</b>	Account Manager
<b>Reporting to:</b>	Area Sales Manager
<b>Location:</b>	HP, AL, EN, WD, UB, HA
<b>Objective of Role:</b>	To manage designated regional 'key accounts' on a day to day basis to achieve activity and sales targets. Build and maintain the best possible relationship with all 'key accounts' as identified by ASM.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Achieve new product targets to 'key accounts' and other members in your area of responsibility.</li> <li>• Identify new business opportunities, present and close with a bespoke advertising solution.</li> <li>• Complete quarterly customer satisfaction audits</li> <li>• Conduct regular account reviews to prove value and ROI.</li> <li>• Conduct relevant product and service training with 'key accounts'</li> <li>• Consistently ensure all 'key accounts' have clear understanding of pricing structure and new Rightmove initiative</li> <li>• Feedback, with regularity, details of "the market" to ASM and Estate Agency Board</li> <li>• Actively participate with ongoing training for reviews and Rightmove Choice selling</li> <li>• Attend regional and national meetings to provide updates and feedback</li> <li>• To maintain a CRM database of your customers and other members in your area</li> <li>• Work closely with your Telephone Account Management (TAM) and Customer Service colleagues to offer consistently great service</li> <li>• Liaise closely with ASM, TAM, HO support departments</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• You strongly believe 'good enough is never good enough'</li> <li>• Have consistently over achieved set sales targets</li> <li>• Structured, disciplined, energetic, committed to individual and group improvement and achieving sales targets</li> <li>• Open and honest team player</li> <li>• Excellent eye for to detail and accuracy</li> <li>• Analytical and confident with data analysis</li> <li>• Able to thrive in a hardworking and dynamic management team</li> <li>• Driven to exceed team expectations</li> <li>• Problem solver with the ability to take ownership and resolve issues</li> <li>• Strong communication skills</li> <li>• Ability to challenge ideas and ask questions</li> <li>• Must be confident in using a PC, particularly competent in Word, Excel, PowerPoint and company systems.</li> <li>• Always seek improvement</li> </ul>

