

A teal-tinted photograph of a woman with glasses smiling and looking at a computer monitor, with a man partially visible behind her.

Account Manager

National

Role

To carry out direct marketing and sales activities over the telephone, maintaining and developing the company's sales. Building profitable long term customer relationships.

Application Process

Applicants need to simply call for a confidential chat or email recruitment@ccsmedia.com

Duties

- Increase profit from existing and new customers, using agreed strategies with line manager.
- Maintain regular contact with customers and prospects.
- Maintain and develop the computerised database, keeping accurate records of requirements, usage, contacts, quotations and orders.
- Assist the customer in understanding the products and services that CCS Media provides.
- Optimise selling time on the phone.
- Liaise and co-operate with all departments within the organisation following set procedures & conventions.
- Cover the duties of any colleagues who are not in work due to holidays, sickness etc.
- Follow company procedures set out in the contract and company handbook.

Conduct

- Must be methodical and show an organised approach to all duties.
- Portraying a positive image of both the company and the job.
- Undertake any reasonable requests given by the management of the company.
- Maintain a polite and courteous manner when dealing with internal and external customers.