**Job Description**

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| Job title: | Account Manager, *Mobile Europe* and *European Communications* |
| Reporting to: | Fidi Neophytou, Account Director |
| Location: | London, EC3V |
| Hours of work: | 9am – 5.30pm |
| Date of job description: | September 2017 |

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| Overview |
| You will be working on two established B2B brands, *Mobile Europe* and *European Communications*, across a range of media platforms and events. You will be an enthusiastic and effective sales person who can quickly demonstrate tenacious yet professional sales skills in order to manage existing client relationships and lead on generating exciting new business. The role offers an uncapped sales commission and the opportunity for rapid development. |

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| Role and Responsibilities |
| * Work to clear KPIs set by the Account Director
* Maximise brand sales across all platforms, including print, online and via sponsorship and events
* Develop and implement new commercial initiatives
* Manage and develop key accounts and maximise opportunities to generate new key accounts
* Achieve team and individual sales targets
* Regular and timely reporting and performance monitoring via the CRM system
* Report and forecast sales performance
* Sell over the phone to an established database with a view to growing this client base
* Face to face brand representation to key accounts
* Attend relevant trade shows in the UK and overseas
* Sell professionally and competitively against our competition
* Some travel will be required
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| Competencies |
| * **Communication** – communicate clearly and listen effectively. Concise and well-presented written communication, using appropriate grammar, style and language (e.g. effective sales proposals).
* **IT skills** – strong MS Office knowledge (Word, PowerPoint, Excel) and experience of working with a CRM system.
* **Initiative** – consistently look for new methods of approach and produce alternative solutions to issues.
* **Attention to detail** – handle tasks with thoroughness, accuracy in forecasting, monitoring and reporting sales figures.
* **Time management** – effectively balance priorities to meet agreed deadlines. Demonstrate flexibility to adapt to changing business needs.
* **Product knowledge** – excellent knowledge of the company’s brands, using this knowledge to meet client requirements, taking into account the wider market and remaining up-to-date on the competitive landscape.
* **Negotiation** – confidently understand the needs of others to achieve an agreement acceptable to both sides, establish trust and determine when to compromise.
* **Living the SJP values** - SJP understands the importance of values in a business and so do our employees. Our values demonstrate the ethos you will experience being an SJP employee – Passion, Excellence, Fairness, Innovation, Team work, Ownership and Loyalty and Commitment.
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