



JOB SPECIFICATION

Title: Internal Account Manager

Reporting To: Sales Office Manager

Salary: TBA

Role Description:

- Primarily responsible for looking after key accounts, which consists of;
 - Develop a working relationship with the customer, acting as a key contact.
 - Sales orders being input/processed onto the system.
 - Communication regarding queries, stock shortages, deliveries, via both verbal & written format.
 - Generating quotations & pro-forma's , as well as processing necessary card payments.
 - Work closely with the External Business Development Managers in order to deliver the most up to date information to the customer and provide the best possible service.
- To work with the rest of the team assisting and contributing in all aspects of the daily processes ensuring deadlines are met.
- Adhoc duties as specified by Manager.