



JOB SPECIFICATION

Internal Account Manager

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 formas , as well as processing necessary card payments.
- Work closely with the External Territory 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.

Closing Date: 19th February 2016