



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.
- Process customer orders on the system.
- Process customer returns on the system.
- Communication regarding queries, stock shortages, deliveries, via both verbal & written format.
- Generating quotations & pro formas.
- Work closely with the external Business Development Managers, and Project Managers, 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.