

ROLE SPECIFICATION

JOB TITLE: Junior Account Manager
REPORTS TO: Sales Director
LOCATION: Office based – Henley in Arden, Warwickshire
DATE: May 2018
SALARY: Dependent on experience

SUMMARY

We are currently looking for a team of junior account managers to join the Meridian Sales team as part of the Meridian Sales Academy. The academy will provide the training, skills and expertise required to succeed as an account manager within the Meridian sales team. The ideal candidate would be someone looking to develop a career in sales working for a dynamic and forward-thinking IT company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The role will involve working with the current sales team to keep the CRM system up to date and also working closely with the Meridian marketing team to follow up on campaigns and ensure data quality within the CRM. Part of the role will also involve account management and development of new accounts and delivering against a sales target for lead generation and new business development.

Key Skills

- Long term goal to succeed in a sales career with Meridian.
- Excellent written and verbal communication skills
- Confident and outgoing person with the ability to communicate at all levels

Beneficial Skills

- Previous sales experience gained within the IT sector – minimum of 12 months would be preferred
- Cold Calling and telephone sales experience
- Experience with the MS office suite including e-mail / word and Excel.

Personnel Skills

- Excellent written and verbal communication skills.
- Good organisational and problem-solving skills.
- Ability to execute and complete tasks

EDUCATION / EXPERIENCE

- 5 plus GCSE's
- A'levels

INTERESTED AND QUALIFIED CANDIDATES SHOULD SUBMIT THEIR RESUMES TO

careers@meridianit.co.uk

Meridian IT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin or disability.