



<b>JOB TITLE</b>	Account Executive
<b>DEPARTMENT</b>	Sales and Marketing
<b>LEVEL</b>	5/6
<b>LOCATION</b>	Gracechurch
<b>REPORTS TO</b>	Commercial Director

## 1. JOB PURPOSE

To manage the relationship with allocated accounts; collaborating with Delivery Managers to ensure a consistently high level of customer satisfaction.

To develop and close sales opportunities for ROOM products and services within named account(s).

## 2. KEY ACCOUNTABILITIES

- ❑ The candidate appointed to this position will be part of the Sales and Marketing team which is responsible for promoting ROOM's entire Solutions Portfolio in the London and International markets and meeting the company's expanding sales targets.
- ❑ The Account Executive will be responsible for managing the relationships with allocated accounts. Account Executives are expected to manage all aspects of the commercial relationship with the account and collaborate closely with the Delivery and Support organisations to ensure a consistently high level of customer satisfaction.
- ❑ The Account Executive will be expected to build enough knowledge of the key issues facing the Senior Management teams of the allocated Accounts to engage effectively with the COO and CFOs.
- ❑ The Account Executive will be responsible for meeting Order Entry targets on a quarterly and annual basis by expanding the uptake of Rooms products and Services by existing accounts.
- ❑ The Account Executive will be expected to understand all the components of the solution well enough to promote them effectively in the initial phases of sales campaigns without recourse to specialists.
- ❑ From time to time Account Executive will be asked to support new business sales campaigns.



#### 4. KEY PERFORMANCE AREAS

*The Account Executive appointed to this position will be exceptional in both experience and ability. Shortlisted candidates will have the following skills and attributes:*

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- Three to seven years successful experience of managing large accounts in the Financial Services industry, ideally within the Commercial Insurance sector.
- Strong interpersonal skills
- Strong Communications skills; written and verbal.
- Strong Presentation skills.
- Ability to operate effectively in multi-disciplinary teams.
- Ability to deploy structured Account-Management techniques.
- Good degree from a good university.
- A network of contacts within the London Insurance market is highly desirable.
- An above average work rate and ability to work well under pressure. This will be coupled with a personal drive to “get things done” and the ability to make effective decisions and see them through.
- Integrity and tenacity of the highest order.
- Strong personal drive and motivation, with a view to developing a career with a fast growing company that rewards individual contribution in a team environment.