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| Job Title: | Account Manager        |
| Salary:    | from £22,000 per annum |
| Location:  | UK                     |
| Job Type:  | Full-time              |
| Department | Commercial             |

**Job Description:**

The Account Manager is a team-player who is detail orientated with primary responsibilities to develop new prospects and interact with existing customers to increase sales of the services and consulting provided by Kenyon. The position is primarily office based, but may require occasional nights away for business meetings. The primary areas of job responsibilities are as follows:

- Develops sales opportunities, prepares proposals and negotiates contracts for services and consultancy agreements in accordance with company policies and legal requirements.
- Meets the required individual and company targets as established by the annual Commercial Sales Success Plan.
- Prepares and conducts briefings for current and prospective clients.
- Conducts market research, plans and actively executes sales interaction with new clients.
- Cultivates prospective new and existing client relationships, meeting with them at the company's office or off site as needed.
- Ensures a timely follow up and maintains sales records through the company's CRM, Salesforce.
- Maintains and continuously improves knowledge of markets, industry news and competitors.
- The duties of the Account Manager must be performed in alignment with Kenyon's mission and values, and in compliance with the company's policies, procedures, and governmental regulations.

**Summary of Essential Job Functions:**

- Knowledge of own department and other functional areas within Kenyon notably Operations, Accounting, Consultancy and Office Management.
- Full understanding and execution of the sales, renewal and contract process.
- Detailed understanding and execution of the formal commercial documents including proposals, work agreements, contracts, invoicing, credit control.
- Daily operation of Kenyon Customer Relationship Management (CRM) (Salesforce) system to record updated account details, extract reports for upcoming renewals and status of pending renewals.
- Knowledge of Kenyon operational policies and procedures.
- During operations, the Account Manager may be required to work within the Kenyon Crisis Management Center, which may require additional hours or weekend hours.

**Abilities Required:**

- Strong written and spoken English communication skills.
- Attention to detail and excellent customer service skills.
- Ability to efficiently produce high-quality electronic reports and statistical analyses.
- Ability to produce worksheets, documents and presentations using Microsoft Office

- Available for worldwide duties as needed.
- As required, able to work long and unsociable hours at the time of Kenyon operations.
- Ability to work independently with a minimum amount of supervision.

**Requires Minimum of :**

- 2 GCSE A-Levels at A\*-C grade, or equivalent education.
- Formal qualifications in English and Maths (a minimum standard of GCSE English, GCSE Maths or equivalent)
- At least three years total accumulated experience working in a commercial role or a role that requires a high degree of daily administration, accounting, statistics, reports or logistics planning.

**Hours and Reporting:**

- Monday – Friday weekly from 9:00am – 5:00pm. From time to time, additional hours may be required due to business activities.
- Reports directly to Vice President, Commercial Services.

To apply for this position, please submit a current CV and cover letter to Clare Pascucci at [pascuccic@kenyoninternational.com](mailto:pascuccic@kenyoninternational.com).