

Account Manager (Full Time)

Advertisement:

This is a key position within our company. You will be project managing customers and their work within the factory. You will deal with quotes, order processing, raising internal works orders, purchasing and as mentioned the project management of the work. You will be the single point of contact to our customers you have been assigned and will be the strategic driver for these accounts. You could look after up to 10 customers, ranging from large to small. You need to have excellent communication skills, both verbal and written. You will also need excellent computer system as you will work extensively on the computer, using excel, the internet and our own business system.

History tells us that successful candidates will often have had a background in electronics purchasing and or account management within this sector.

You will report to our Senior Customer / NPI Manager

We have three possible start times: 07:30, 08:00 or 08:30.
These correspond with finishing times of: 16:00, 16:30 or 17:00 Mon – Thu.
12:30, 13:00 or 13:30 Fri.

We will agree the most appropriate shift with you.

The pay is between £28,000 and £32,000 depending on experience.
This is a salary position.

Overview:

This is an additional position within Speedboard due to new work and the need to increase capacity.

The type of people who excel in this role are well organised, can multi task and have a good way with people.

As the main point of contact for customers, suppliers and factory staff, it is essential that you can manage expectations whilst at the same time get the most out of colleagues and suppliers by being professional and nice.

There will be limited travel to customers and suppliers.

The ideal candidate:

The person most likely to be offered this role will have previous experience / qualifications in:
(in no particular order)

- The gravitas to command respect and be heard
- Good computer skills. Word and Excel.
- Be proficient on MRP/Business systems (We use QL)
- Be an excellent communicator
- Have an electronics background
- Show us the potential to learn
- Evidence of multi-tasking (i.e. Not be the type of person who is susceptible to stress created by having many tasks on the go.)
- Good grasp of English Language (GCSE Grade 5/D or equivalent).
- Local to Windsor (easily commutable within 30 mins)