

JOB TITLE: SALES ACCOUNT MANAGER

RESPONSIBILITIES:

- Sales lead within the business, working with research, consulting, and events team.
- Manage new business enquiries from both existing and new clients, maintaining an up-to-date CRM (HubSpot) with latest communications and proposals.
- Creating proposals and producing a response that not only matches but exceeds the client's expectations.
- Be responsible for dedicated accounts as the key client contact and project manager, handling all communications and project deliverables.
- Lead client projects from enquiry to delivery, producing project reports, meeting agendas and minutes, and full budget management.
- Assist the teams with new service and product development.

QUALIFICATIONS:

- Minimum of 2 years' experience in sales & business development in telecoms, technology, research, events, or publishing.
- Excellent communication and presentations skills
- Articulate and well accustomed to a client facing role.
- Competency with Microsoft suite of products.
- Knowledge of working with CRM systems.
- Be proactive, have a hardworking and self-starter attitude.
- Be organized, calm under pressure and have the ability to juggle multiple projects simultaneously.
- Be fun, be creative and be passionate in all that you do.

WHAT CAVELL CAN OFFER

- Flexible working – Our office location is in Central London but expect a mixture of working from home and in the office. Cavell pays our employees travel expenses when coming into the office to ensure that cost is not a limiting factor when coming into the office. Employees can work overseas for periods of time.
- Biannual bonus based on individual performance.
- Private health insurance and death in service

- Voice in Cavell's ongoing strategy – we structure strategic reviews throughout the year with all the team taking part and puts forward their ideas and views for how we can grow.

ADDITIONAL INFORMATION

Cavell welcomes applications from all qualified candidates. We prohibit discrimination on the basis of race, colour, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

We are committed to building a diverse and inclusive team and strongly encourage applications from individuals from underrepresented groups. We will evaluate all candidates based on their qualifications, skills, and experience, and will make hiring decisions based on merit.