



Job Title:	Junior Account Manager	Position Type:	Full time – 37.5 hours per week
Department/Group:	Sales	Location:	Harrow, North West London
Level/Salary Range:	Negotiable – dependent on experience and skill and disclosed on application	Benefits:	Company Pension 25 days annual leave Fantastic working environment Regular team social events Uncapped commission Target incentives

Applications Accepted By:

E-MAIL : HR@CAMPAIGNMASTER.CO.UK **SUBJECT LINE:** ATTENTION: **JUNIOR ACCOUNT MANAGER APPLICATION**

Job Description

ABOUT US

Campaign Master (UK) Ltd. is a leading email marketing software and services provider. We provide robust, reliable online solutions for professional marketers to promote their business via email and online tools. Our client base is growing and ever evolving so we are looking for hard working, personable people to join our friendly team.

ROLE AND RESPONSIBILITIES

This is a great opportunity to grow account management skills. You will be working very closely with a portfolio of accounts with varying degrees of email marketing knowledge. Your goal is to nurture and grow new accounts and advise existing accounts of new features and functionality with ongoing suggestions for improvements to their email marketing campaigns. Rapport building skills are a must. You must be a people person.

- Building relationships with clients after implementation to ensure email requirements are met and exceeded
- Meeting with clients on a regular basis to advise about few features and functionality available in their accounts
- Managing account activity using internal CRM inputting current, accurate and detailed information
- Provide weekly and monthly forecasts or as and when requested
- Demonstrating system capabilities to clients via web ex meetings or in person at client sites across the UK highlighting the benefits of our systems and providing training
- Up selling and cross selling of consulting days, add on modules, templates etc. to enhance current email marketing efforts
- Keeping up to date with new developments in the email marketing industry and technology advances in this sector
- Participating in internal and external training events to up-skill and retain email marketing knowledge levels
- Working closely with all internal departments to provide the best customer service possible to clients
- Maintaining relationships with clients in order to hit and exceed revenue targets set

QUALIFICATIONS AND EDUCATION REQUIREMENTS

At least 1 year’s previous account management experience, ideally in a software solutions sector. PC literate with ability to use Microsoft Office to an excellent standard. Ability to learn new software quickly as will be expected to demonstrate platform capabilities.

PREFERRED SKILLS

Excellent presentation and communication skills as presenting software to individuals and groups right up to board level. Well-spoken with a professional appearance and aptitude for client meetings. Great time management skills and ability to prioritise projects and manage own workload efficiently.