

Job Title	Account Manager
Location	Cardiff Bay
Employment Type	Sales
Start Date	Immediately

Company Description

We are a forward thinking, progressive company that are constantly growing. We provide businesses with a range of data cleansing, tracing and identity verification services. Our products are continually evolving, and that's where you can help.

As an Account Manager, you'll be an important member of our expanding team. You'll enjoy working in a friendly environment, and benefit from our investment in staff. Do your skills meet our requirements?

Main Responsibilities

- To manage the company's high value clients.
- To arrange field visits and training sessions with designated clients (targets to be achieved).
- To attend exhibitions/conferences as and when requested by the Sales Director.
- To meet and exceed targets decided by the Tracesmart board.
- To carry out administrative duties as and when required by the Sales Director.
- To proactively generate leads, as and when required.
- To be directly accountable and report to our Sales Director.
- To carry out any general day-to-day duties as and when required to ensure the smooth operation of the Company.

Skills & Experience

- See Personnel Specification

Benefits

- Salary: £17,500 - £20,000 depending on experience OTE £30,000 (Commission package available after successful completion of a 3 month probationary period)
- 22 days paid annual leave plus an additional day for each year's service capped to a maximum of 28 days plus 8 bank holidays
- Annual full attendance bonus
- Private Medical Insurance
- Stakeholder Pension
- Group Life Cover

Hours of Work

Hours	40 per week Mon-Fri 8.45am - 5.15pm
Lunch & breaks	30 minutes flexible

To apply for this position please download and complete an “Application Form” and submit by email to: lindsey.tudor@tracesmart.co.uk

To download an “Application Form” please follow the link on the Recruitment home page.

All our positions are subject to successful completion of Employee Security Screening checks in line with BS7858

Tracesmart Ltd would like to thank you for applying for this vacancy. However, due to the amount of applications we receive it is impossible to reply to them all. If you do not hear anything within 4 weeks of applying you will not have been shortlisted.