

About us

EASY Group is a single-source provider of IT and communications solutions. Whatever the size or nature of our customer organisation, we have the depth and breadth of experience and expertise to create, manage and deliver solutions that fit the way they work - and the way they want to work. From memory upgrades to storage area networks and server virtualisation. From mobile phones to a sophisticated call centre, additional network points to resilient data centres.

Working for us

If you are fortunate enough to be successful with your application you have the opportunity to work for a rapidly growing, forward thinking company. We are a closely knit team in a competitive and lively working environment. Confident and ambitious individuals will thrive within the Easy Group of Companies.

If you thrive under pressure and relish a challenge then Easy Group is the Employer for you. In return for your hard work and dedication we will provide you with fantastic benefits and progression opportunities.

How to apply

To apply for a vacancy with one of the Easy Group of companies please fully read this document. If you do not meet the essential criteria in the Person Specification it is unlikely you will be successful at the interview stage.

Once you have read the document please send your CV and Covering Letter to careers@easy.co.uk. Your covering letter should include why you want the job, why you think you are right person for the job and why the job is right for you.



Job Description

Name:	Title: Account Manager
Reports to: Sales Manager	Date: 10/05/2011
Salary Guide: £Negotiable + Commission	Author: Dominic Easterby

Duties and Responsibilities

- Identify, Establish and maintain relationships with prime contacts in target customer groups in order to identify business opportunities.
- Fully Establish customer requirements including use of site visits and surveys.
- Produce and submit fully costed quotations or proposals.
- Maintain accurate forecast of potential sales.
- Keep abreast of product development / offers – identify new technologies and opportunities.
- Attend internal sales meetings/reviews and post sales contract reviews.
- Identify cross selling opportunities for the Easy Group portfolio.

Accountabilities

- Meet all sales targets as set by line manager – Targets will be dependant on the individual and range from £500k to £1m per annum.
- Accurate sales forecasting.
- Accurate and efficient investigation of customer requirements.
- To increase customer base through proactive new business development.

Skills / Attributes Required

- Must be fully customer focussed with excellent people skills.
- Have experience working with all Microsoft packages, including access, word, excel and project.
- Full clean U.K Driving licence.
- Proven B2B Sales experiences.
- The ability to sell a solution on quality.
- Be proactive and self motivated in order to exceed sales expectation.

Person Specification

Job Title: Account Manager

Department: Sales

E = Essential Competency

D = Desirable Competency

<u>Education, Training and Work Experience</u>	E	D
GCSE (Or equivalent) English and Maths Grade C or above	✓	
Experience of working in a high pressure sales environment	✓	
Experienced with face to face business to business sales	✓	
Experienced in Telephone based business to business sales	✓	

<u>Technical Skills</u> – You need only meet two essential criteria in this section	E	D
Computer Literate with a working knowledge of IT applications. Accurately inputs data and accesses information.	✓	
Extensive knowledge and experience of Data Cabling products and solutions.	✓	
Experienced and certified in Systimax solutions.		✓
Extensive knowledge and experience of Audio Visual products such as Interactive whiteboards, projectors etc.		✓
Extensive knowledge and experience of innovative I.T solutions, wireless networks and infrastructure.		✓
Extensive knowledge of Telephony solutions with experience of Alcatel and Avaya Systems.		✓

<u>Communication</u>	E	D
Communicates directly and confidently with all types of people at all levels, using the appropriate medium.	✓	
Deals with difficult situations and customers in a firm but fair way.	✓	
Develops and maintains positive working relationships with customers and colleagues.	✓	
Articulate and accurate in all communication methods.	✓	

<u>Team Skills</u>	E	D
Willing and enthusiastic team player, but also works effectively on their own with their own initiative.	✓	
Prepared to be flexible and help out when necessary.	✓	
Develop links with people in other departments.	✓	

<u>Personal Qualities</u>	E	D
Adaptable/flexible to change.	✓	
Takes responsibility for their own actions, admits mistakes and tries to rectify them.	✓	
Self-motivated, delivering high quality work and service with minimum supervision.	✓	

<u>Organisational Skills</u>	E	D
Works well under pressure, remaining focused.	✓	
Demonstrates the ability to prioritise tasks.	✓	

<u>Business Awareness</u>	E	D
Understands their individual responsibility and accountability for Continual Improvement, Customer Care and Health & Safety.		✓
Consistently provides high quality service to colleagues and customers.	✓	

<u>Equality and Diversity</u>	E	D
Understanding of equality and the benefits that diversity can bring to the business.		✓
Ensures that equality is promoted and discrimination is tackled, both in employment and in service provision.	✓	

<u>Mobility</u>	E	D
Able to travel independently and effectively throughout the country.	✓	
Own car and driving licence.	✓	

<u>Home Working</u>	E	D
Have a suitable separate area to work in.		✓
Experience of working from home.		✓

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