

**Account Handler: An exciting opportunity in Arts marketing
London Calling/Culture Calling**

This is a new and challenging opportunity to be an important part of the growth of this dynamic arts and culture marketing company. The role is focused on sales, managing a portfolio of small and medium sized organisations as well as looking to bring in new business for the company building on our well established, existing client base.

We are looking for someone who has flair, energy, is confident in dealing with people, has imagination, is focussed, highly organised and tenacious. This role would suit a person with some sales experience who wants to develop into a more senior sales account management role. Some marketing experience in a commercial environment is also important, as is having a flexible and innovative approach to work.

This post is part of a team of Account Managers who work alongside our new business and marketing teams as well as with our related company Culture Calling.

The post will be incentivised with a basic wage of between £22,000 and £27,000 dependent on experience and a monthly commission being paid on the basis of meeting and exceeding agreed targets.

Responsibilities

- Present and sell company products and services to an existing client base as well as new and potential clients.
- Prepare action plans to develop and increase the spend of existing clients across our range of distribution and digital services.
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
- Follow up on new leads and referrals resulting from field and research activity
- Identify new sales prospects in conjunction with other staff and contact these and other accounts as assigned.
- Develop and maintain the sales data systems and current and potentially new product knowledge.
- To liaise with other staff at London Calling and ensure the smooth handing and handover of clients to our client services team.
- Manage service offerings through quality checks and other follow-up.
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals

- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity and research to appropriate company staff.
- Assist with and contribute to new and continuing marketing initiatives
- Represent the Company at relevant meetings and events
- Inspire, supervise and manage any part time sales staff
- Other duties as required

Knowledge and Skills Requirements

- Ability to persuade and influence others
- Strong sales or sales related skills and experience.
- Excellent interpersonal and communication skills
- Knowledge of sales promotion techniques as well as marketing approaches.
- Ability and intelligence to quickly learn about our business, our market, and what we are selling
- Fluent in spoken and written English
- Good strategic sense and the ability to be a pro-active part of a team developing sales and marketing initiatives.
- Good IT skills with knowledge of data bases or the ability to develop this quickly
- Energy, ambition and ability to get things done.
- Ability to write focused and succinct reports/communications
- Some management and supervisory experience or the ability to learn this on the job.

The work will require some travel and the occasional overnight stay as well as some evening/weekend work

For further information see our B2B sites:

www.londoncallingarts.com

www.culturecalling.co.uk

and our B2C sites:

www.londoncalling.com

www.culturecalling.com

If you are interested please provide a short CV that summarises your background and experience, along with a brief note (maximum 350 words) on what makes you a strong candidate for this post, and e-mail to gary@londoncalling.com. Closing date: 13th October 2017.