

job description

Job Title: Account Manager

Department: Prodrive Performance Centre

Location: Warwick

Reporting to: Performance Centre Manager

Job purpose: To increase the sales of Prodrive Performance Centre and ensure that the quality of this business fulfils all of the requirements of the department.

Main Responsibilities

- To expand the Prodrive Performance Centre business through the identification and acquisition of new business both with new and existing clients
- To ensure that new business is profitable and sustainable
- To provide commercial liaison with client in the pre-event and post-event stages, from development of proposals to the completion of final sign off against the agreed targets. To proactively build relationships using a robust knowledge of the market
- To ensure maximum client satisfaction through meeting key objectives
- To contribute to the overall development of the Prodrive Performance Centre business strategy and objectives
- To assist with building the Prodrive Performance Centre's brand image within the events and automotive industries

Accountabilities

- To extend and contribute to the development of new business both with existing customers and by increasing the potential client base through personal contact and other media
- To undertake negotiations with prospective clients on potential events in the development of proposals covering financial and timing objectives. This

includes liaison at all levels including senior executive and board members.
To contribute to achieving income and profit targets set by the Company for the Prodrive Performance Centre department

- To contribute to the development of the Prodrive Performance Centre's strategy and to explore and examine new business opportunities relevant to the business objectives
- To initiate and manage the preparation of proposals and contracts in response to client enquiries, ensuring relevant inputs are robust, valid and accurate. To ensure approval of the proposal in line with Company procedures is obtained before submission of the proposal to the client
- To be the first point of contact with existing and potential clients, ensuring regular reporting and contact is maintained
- To ensure all deposit invoices are submitted to the client and paid in line with the contract payment
- To update customer files, database and customer account information
- To support the Business Unit Manager – PPC to prepare annual budget forecasts for nominated customers, identifying nature of projects and projected income
- To provide feedback to the Business Unit Manager – PPC on market opportunities and developments
- To identify appropriate weaknesses and to make recommendations for the improvement of the efficiency of the department as a whole

Requirements

Education/Qualifications:

- High standard of education to degree level or equivalent

Work Experience:

- Account management or business development skills, knowledge of contacts within the Motorsport / Automotive Events industry
- A background in Event Management and/or driver training/experiences
- Experience of selling both products and services
- Previous responsibility for managing the profit and loss and cash flow of projects

Specific job skills / abilities

- Commercially astute
- Computer literate, including Microsoft PowerPoint, Excel, Word, Outlook, and also effective database management

Disposition:

- Driven and strong personality yet able to get on with a very wide range of customers
- Charismatic, well groomed person, with the ability to communicate at all business levels
- Comfortable presenting at all levels
- Energetic and a drive for results
- Strong communicator and influencer
- Self starter/highly motivated
- Team player

Values

Can do	Must possess a positive attitude and display the ability to identify alternative solutions to problems
Relentless	In exceeding customer expectations and continually exceeding goals
Rigorous	A commitment to achieving the best solutions
Creativity	Endeavour to find new ways of doing things and learn from past experiences