



Internal Account Manager Job Specification

Who are BOS?

We are a well established office supplies company with ambitious plans for the future. To achieve our goals we are looking for experienced sales professionals to join our existing team.

The aim of the BOS Office Supplies Group is to give remarkable customer service, by providing a dynamic, flexible and effortless solution to our customers for the supply of their business products and services, allowing them the time to do the more important things in their business.

The successful candidate will be required to build relationships, maintain regular contact with and grow the revenue of existing assigned customer accounts, undertake account reviews to ensure customer satisfaction, identify opportunities and plug the gaps. Win new business by generating leads and building a database of information.

Package / Benefits
Excellent Package negotiable on experience
GP based bonus structure with growth element and annual bonus
Total Package OTE typically £20K+ (but uncapped)
40 hour week
20 days annual leave in addition to bank holidays
Extra day off on your birthday
Earn additional days holiday for 6 months without sick day (max. 2 per year)
Company pension scheme

Main Duties
Continually develop your client base, understand your market and territory
Maintain regular contact with existing customers and undertake account reviews to plug the gaps, ensure price competitiveness and overall profitability
Make regular contact with potential customers to win their business
Manage and maintain a strong CRM system and spend time generating leads
Understand what we can offer to identify and convert opportunities into sales
Ensure our service levels continue to meet and exceed customer needs & expectations
Communicate with customers on all service related matters
Promote electronic trading

Personal Specification

You are from a B2B environment with a strong background in sales or account management, not necessarily the office supplies industry - we are keen to consider individuals with transferable sales skills. You have a proven ability to create & win new business opportunities and thrive on achieving sales targets. You have a robust character and can deal effectively with people at all levels. You are an excellent negotiator and operate decisively to ensure a profitable trade is made. You understand strategic account management and how, over time, to maximise opportunities from your clients. You will be a commercially astute business professional with the ability to manage multiple projects for multiple customers at the same time.

Excellent time management and personal discipline is essential. You must have excellent communication skills and the ability to develop lasting customer relationships, continually identifying opportunities within key accounts.

If you are personable, professional, focused and driven then we want to talk to you.

**Email your CV to: elliott@bos-office-supplies.co.uk
or call our Jobline on
tel: 08456 12 33 22 and choose option 3**