

JOB VACANCY: DM Account Manager (PART TIME)

CONTACT: Paul-Michael Hewett
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APPLICATIONS: Please email your CV to Paul-Michael Hewett

THE BUSINESS: Our Direct Marketing Division provides a number of services to its clients, including data services, direct mail, email marketing, contact centre services, response handling and storage & despatch.

THE ROLE: The role of the Direct Marketing Account Manager is to provide a point of contact between our clients and our internal departments to ensure job are managed and delivered in an effective and efficient manner.

COMPETENCIES: Candidates must be able to demonstrate excellent communication skills, and will be expected to communicate frequently with clients, staff and managers. Candidates must also have excellent numeracy and literacy skills, including proficiency in Microsoft Office suite, demonstrating a thorough and methodical approach to tasks. An assertive character and the ability to prioritise under pressure and deliver to deadlines is also important for this role.

LINE MANAGER: Direct Marketing Director (DMD)

- RESPONSABILITIES:**
- » Providing written quotations to clients and prospects
 - » Following up quotations
 - » Logging all activity on CRM system
 - » Sourcing quotations & estimates from suppliers and partners
 - » Liaising with suppliers to ensure all job resources are received in good time to the correct specification
 - » Ordering materials and services from suppliers and partners (stationery, print, data etc)
 - » Contacting clients and prospects to generate work
 - » Creating job bags & job sheets (electronic & hard copy)
 - » Maintaining information provided within the job bag (deadline, quantity etc)
 - » Liaising with department managers regarding workflow
 - » Prepare sales requisition forms for invoicing
 - » Liaising with clients to ensure all job resources are received in good time in the correct format
 - » Attend job briefings/give job briefings in the absence of the DMD
 - » Attend daily production meetings /chair daily production meetings in absence of the DMD

DESIRABLE SKILLS: A marketing background, or knowledge of marketing practice would be an advantage as would knowledge of the Welsh language.

TERMS: This is a one year contract, which may be extended subject to satisfactory performance in the role. This role is subject to three month probation period.

HOURS: 20 hours per week

SALARY: £8,320.00 per annum – (£14,460.00 pro rata).