



Account Manager

Summary

The role of an Account Manager will require an extremely organised and personable individual. In addition you will have a keen attention to detail and be self motivated to ensure the smooth running of accounts.

The primary aim of the Account Manager is to ensure that the client's needs and requirements are adhered to and that the overall service level is delivered in an efficient and timely manner.

As part of our continued growth we are now looking to appoint an Account Manager. This role is nationwide therefore the right candidate must be flexible to travel around the Country.

The key day-to-day responsibilities of this role are varied and include:

- Liaising with suppliers and other departments within the VMS group to ensure service delivery to our clients
- Attendance at customer meetings including presentations of performance
- Daily/ weekly/ monthly reporting to clients
- Involvement in ad-hoc projects
- Contribute to the ongoing success of the VMS group

Key Skills Required:

The ideal candidate will:

- Be able to efficiently communicate, both orally and written
- Be able to successfully and productively resolve problems
- Be able to execute unassailable business and financial skills
- Be exceptionally detail oriented and technically minded
- Be able to responsibly lead a team and work in a team
- Be able to efficiently utilise different computer and communication software applications And hardware
- Be able to successfully manage time, plans, projects and other related tasks
- Be able to adequately function in a high expectancy and high demand position with tight deadlines and time frames
- Be able to continuously meet targets and surpass expectations
- Be extremely proficient and knowledgeable
- Be a proactive person and seek to prevent problems
- Have experience of a working within a fleet management (or related service) company