

Position	
Job Title	Account Manager
Primary Location	Head Office - Amersham
Salary	Upon Application
Reporting to	Director
Contracted Hours	40
Terms	Permanent - Full Time
Holiday	26 days per annum
Job Summary	
We are seeking an experienced Account Manager to serve as the primary point of contact between Nexus and some of its key customers, ensuring client satisfaction and a long-term healthy relationship. This role involves managing client accounts, identifying growth opportunities, and coordinating with internal teams to deliver tailored solutions. • Manage, maintain and develop existing client relationships and accounts. • Visit customer sites to carry out project surveys and interpret their requirements correctly. • Produce customer quotations and pricing documents in line with the company standards. • Ensure quotations are technically and commercially accurate. • Follow up on quoted works with a view to close. • Assist the estimating team on bids for new project work. • Prepare reports for the sales management team. • Update sales forecasts regularly and accurately. • Meet and exceed regular sales targets. • Record and maintain client contact data. • Carry out handover of jobs to the projects team. • Provide updates to customers on new technologies. • Work with suppliers and manufacturers for best quotations. • Identify upselling or cross-selling opportunities. • Introduce new customers into the business and establish relationships • To undertake any reasonable duties and comply with all company policies and procedures.	
Skills	
• Excellent time-management skills with the ability to multitask and prioritise accordingly. • Highly proficient in MS 365 and Office applications including Sharepoint, Teams, Word and Excel. • Excellent sales skills with a proven track record of business development success.	



- The ability to engage with clients, including being able to communicate at all levels with ease and to create a positive and engaged approach
- Good Presentation/communication skills/negotiation skills.
- Good Estimating/costing/budgeting/financial - commercial tools

Knowledge & Experience

- Demonstrable experience in Security systems/Maintenance sales role.
- Good knowledge of the Security industry with experience of achieving growth in numerous vertical markets.
- Must have knowledge on Enterprise Security Systems that we sell (further training will be provided)
- Relevant Security industry product and manufacturer training qualifications/courses

Role Specific

- BS7858 Security Screening
- Right to Work in the UK
- Travel will be across the region and further afield, therefore a valid driving licence is essential. There will be a particular focus on Buckinghamshire, Oxfordshire, London, and the Home Counties. The role will be based from our head office in Amersham, Buckinghamshire and the candidate will be responsible for managing their own diary, with time largely spent out in the field with clients and split between the office/home as required.

Working Conditions

- Site visits often on construction sites