

# ACCOUNT MANAGER – BROKING

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## ROLE PURPOSE

The Instant Group is looking for an Account Manager to join our online sales team in London. This role will suit driven, tenacious individuals that possess a desire to exceed and thrives in a sales environment. You will be accountable for ensuring you achieve personal sales targets on a monthly basis and need to be a strong team player and self-starter.

We're looking for people with an entrepreneurial flair who enjoy working in a fast paced yet rewarding environment and is motivated to complete sales and by excellent customer service. The role focuses on transacting serviced office deals in the London market.

## KEY RESPONSIBILITIES

- Proactively following up all assigned serviced office opportunities for requirements resulting from incoming internet and telephone enquiries.
- Responsible for hitting daily activity KPIs, including call and viewing targets.
- Creation of reports and qualification of prospects to set up viewings for prospects and sell serviced offices and the concept to them
- Responsibility for particular geographic areas and becoming an 'expert' in these areas and feeding back to the team on these markets
- Develop key commercial relationships with the operators over the phone and face to face.
- Keeping in touch with operators throughout the deal cycle to successfully broker deals
- Meeting businesses face-to-face to build long standing client relationships in accompanying tours
- Develop business in line with company objectives and monthly targets
- Planning time effectively to prioritize development of target sales
- Build a strong and accurate sales pipeline
- Be accountable for weekly and monthly forecasting

## BACKGROUND AND EXPERIENCE

- We are looking for someone who has a proven track record of strong individual sales with passion for excellent customer service
- Have some experience working in a telesales team and delivering and exceeding KPIs
- Experience in managing and delivering KPIs in line with company objectives

## KEY SKILLS AND COMPETENCIES

- Thrives in a fast paced, competitive atmosphere
- Strong individual with passion for selling and customer service
- Proven sales background and evidence of business to business selling
- Self-motivated and driven
- Business focused
- Questioning and challenging of what has come before
- A can do mentality
- Individual who can 'think' and 'do' – and isn't precious about getting his/her hands dirty
- Team player who is able to work on own initiative

- Ability to work at all levels/communicate at all levels
- Excellent negotiation skills and presentation skills

## WORKING AT THE INSTANT GROUP

### A business is only as good as its people

Our team of experts combine their market knowledge with a real ability to listen to and work closely with our clients, establishing long-term partnerships and developing innovative solutions. All our people live and breathe our company values and our vision to support clients to grow and succeed.

It's not all noses to the grind-stone though; The Instant Group is a fun, dynamic and entrepreneurial place to work, where colleagues support one another and where the next social event is always just round the corner. We have achieved recognition as a great place to work, featuring in the Sunday Times Top 100 Best Companies to Work for four consecutive years and gaining three and two-star accreditation in the Best Companies award – among other accolades.

Established in 1999 The Instant Group has grown 23% every year for the past 4 years, has key offices in London, Berlin, New York, Dallas, Hong Kong and Sydney and has big plans for the future. To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience, a client-centric mind-set and a sense of fun.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

Many of our people have been at The Instant Group for a number of years and have made fast progress through the ranks. If you are looking for an exciting challenge in a company that is going places, we'd love to hear from you.

### The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

### For more information please contact Alex Clark on:

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