

## Recruitment Account Manager – Sales & Partnerships

### Job purpose:

To generate and maximise revenue by selling recruitment products and campaigns. To cultivate sustainable relationships for the long-term benefit of the Gazette's Jobs' Board and the Law Society.

### Key Accountabilities:

- Achieve and exceed personal targets to contribute to the overall media sales team target
- Proactively generate new business leads through identifying prospects in competitors, using Compass and competitor analysis tools
- Manage and upsell existing accounts by proactively pursuing new business leads
- Develop, implement, and maintain sales plans for your territory and monitor marketshare against our competitors
- Action outputs from the plan to secure additional revenue and new business
- Effective time-management to maximise client engagement
- Work with the team to create competitive recruitment advertising packages to maximise revenue and fulfil client and member needs
- Utilise the inventory management information to identify opportunities to upsell and maximise revenue
- Take personal responsibility for your own sales target and be able to report as required on your progress to feed into revenue forecasting
- Ensure client information on the CRM and other systems is accurate and up-to-date
- A positive approach to working with others that supports a respectful, welcoming and high performing team environment.
- Collaborate and work effectively with a broad and diverse range of colleagues across the Society to meet client needs.

### Essential Knowledge, skills and experience

- Proven experience selling recruitment solutions to agencies and clients across multiple digital platforms gained in a b2b environment
- Experience selling at a senior executive level
- Proven experience sourcing leads and canvassing new business with demonstrable results

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- Proven ability to develop and maintain business relationships at all levels
- Driven and self-motivated
- Proven analytical skills and experience in interpreting market and competitor data
- Successfully manage multiple priorities to deliver work on time and to a high standard
- Ability to effectively manage own wellbeing during busy and pressured peaks of work, with the support from the Law Society as required
- Excellent telephone manner, demonstrating confidence and fluency
- Excellent written and verbal communication skills
- Confidently negotiate and accurately reflect agreed parameters in a written proposal
- Good attention to detail with strong organisational skills
- Ability to work at a fast pace with effective output
- Computer literate with experience using Microsoft 365 and a CRM system
- Proactively contribute towards creating and maintaining a respectful and welcoming environment
- Have a passion for delivering best practice and achieving excellence
- Deadline driven and ability to prioritise personal workload
- Achieve quarterly revenue targets
- Provide accurate forecasting to achieve team targets

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<p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of recruitment advertising and managing job boards - Madgex</li><li>• Experience of the legal market</li></ul>	
<p><b>Dimensions</b></p> <p><b>Operating environment</b></p> <p><b>Financial responsibility</b></p> <p><b>Creative Responsibility</b></p> <p><b>Analytical Responsibility</b></p> <p><b>Location</b></p>	

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