

## **Job Specification**

### **New Business Internal Account Manager**

Location: Quays Reach , Manchester

Hours of Work: 9:00 am – 5:30 pm - Monday to Friday

Holiday Entitlement: 20 working days per year plus bank holidays

Salary: 

- Dependant on experience
- Commission: 10% of GM – percentage increase for overachieving.

The Company: Founded in 1997, LIMA Networks is a rapidly growing organisation. LIMA is an IT Systems Integration provider specialising in the installation and support of Local and Wide area networks. Resellers for manufacturers such as HP, Microsoft, Citrix, Cisco, NetApp, VMware, APC.

We are an Equal Opportunities employer and achieved the Investors in People Accreditation in 2004 and ISO9001 in 2007.

We are also nominated as a finalist in the Salford Business Awards 2010 for Excellence.

Job Specification: Contacting new companies with leads via the company database or from internal/external sales leads  
Identifying the company decision-maker, confirming sales appointments, supplying proposals and recommending manufacturer's products  
They will also contact existing companies regarding further requirements.

Responsibilities 

- Lead Generation
- To produce quality leads and appointments to enable new named business opportunities
- To maintain accurate records of all calls and leads generated
- Work with the team on campaigns and scripting to ensure team targets are met.
- Develop and maintain B2B relationships
- Recognise and close business opportunities effectively.
- Work with Sales Manager to produce regular mail shots and/or Open Days to support new business activity.
- Achieve individual sales targets – monthly/quarterly/yearly.

  

- At least 2 years industry knowledge selling IT solutions

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**Essential skills & Competencies**

- Be able to operate a PC for long periods (with breaks) essential.
- Operating phone equipment (desirable)
- Industry Knowledge and accreditations (essential)
- MS Excel or similar spreadsheet package (desirable)
- Knowledge of MS Word (essential)
- Be able to produce accurate mail merges for mass mailings (desirable)
- Experience in a B2B new business telemarketing experience (essential)
- Additionally, a customer service orientated background would be advantageous (essential)
- Experience of dealing with Mid Market organisations (£35M+ t/o), B2B and dealing with C level decision makers (desirable)
- Must be able to manage multiple tasks simultaneously (desirable)
- Must be able to work on own initiative (essential)
- Must be able to appear confident and cheery (desirable)
- Must be able to liaise effectively with staff in other departments (essential)
- Reliable and conscientious (essential)
- Good time keeper (essential)
- Proven administrative skills (essential)
- Excellent organisation skills (desirable)
- Excellent written & spoken English (essential)
- Friendly & open telephone manner (essential)
- Must have a cheerful disposition, and the ability to go 'that one step further' to ensure customer satisfaction
- A full driving licence (desirable)
- Existing contacts in the industry (desirable)

**Opportunities:** An ideal middle ground for anyone pursuing an external Sales career within the IT industry and sales environment.  
LIMA is committed to providing ongoing training.

Must have 2 years IT knowledge and have worked within an IT reseller environment.