

Job description - Account Manager, York, U.K.

This is a fantastic opportunity for a highly-motivated and successful sales professional to take a relationship-strengthening role in a global, fast-paced B2B sales team experiencing rapid growth.


Reporting to the Sales Manager and senior management team, you will exceed your sales targets, and manage and develop relationships with a selection of key accounts from a diverse range of industries.

With a thorough understanding of the sales cycle you will build strong bonds with decision-makers within our varied and international client-base, anticipating future sales opportunities and developing bespoke solutions to maximise return on investment and meet team and individual targets.

Mauve Group's head offices are based in London, York, Dubai and Cyprus; this role will be based primarily in our York office. International travel to industry events, client sites and exhibitions may be required.

The ideal candidate would be a proactive and forward-thinking individual with proven experience in service-related sales looking to develop their skills in a team with huge growth potential.

Your duties in this role will include:

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- Developing and promoting tailor-made global mobility, business expansion and employment solutions for clients in a wide-range of industries.
 - Co-ordinating with internal departments to create bespoke sales solutions based on client needs.
 - Managing relationships with existing client portfolio ranging from SMEs to large multinationals and NGOs.
 - Working with the Customer Service team to resolve client issues and escalating to senior management as required.
 - Acting as a key point of contact for clients.
 - Working with Sales Support to log all sales data and communications on Salesforce.
 - Analysing sales reports and data to maximise return.
 - Working with the Sales Manager and Sales Team to meet group and individual targets.
 - Presenting and promoting our solutions and services to existing and prospective customers at meetings.
 - Networking for new business and partners at global mobility events, HR conferences and expositions.



Business without borders

With strategically placed regional offices, Mauve has the knowledge and expertise to deliver solutions globally.

To be successful in this role you must:

- Have a proven sales or account management background.
- Have the ability to travel across the UK and internationally when required.
- Have a high level of analytical, communication and IT skill- Microsoft Office and 365 essential.
- Have experience of working with international clients.
- Have experience of CRM systems such as Salesforce.
- Be a confident and creative self-starter.
- Be degree-educated.

The following attributes are additionally desirable, but not essential:

- Foreign language skills.
- Experience in global mobility or HR service provider organisations.

Do you have experience of working for an SME?

Do you have excellent IT and communication skills?

Do you have account management experience, and the desire to strengthen relationships with a varied portfolio of global clients?

Are you a positive team-player and a good problem-solver?

If the answer is yes to these questions, please apply immediately. How to apply:

For more information on this exciting role please apply or contact hr@mauvegroup.com. Applications should include a cover letter, CV and your salary expectation, and should be sent to the above email address. Please indicate in the subject line whether you are making an application or enquiry about the role.

If you do not hear from us with 14 days your application has not been successful but we will retain your details for future opportunities.

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Job Description – Sales Support – Paphos, Cyprus

This is a fantastic opportunity for a motivated and diligent Sales Support Executive to take a key administrative role in a sales team experiencing rapid expansion in a global, fast-paced B2B environment.

Supporting an Account Manager/BDM on a 1:1 or 2:1 basis with the administration involved in completing a sale (from lead to delivery), the Sales Support Executive will provide an important link between the Global Account Managers, Business Development Managers and internal teams to ensure a smooth and efficient journey for our clients.

The ideal candidate would be a proactive and quick-to-learn team-player with proven administrative or support experience. Your duties in this role will include:

- Processing new sales leads as necessary
- Answering phone calls from customers and dealing with problems as they arise.
- Logging communications with clients in Salesforce.
- Entering all information and data from the sales process into the CRM system.
- Liaising with Customer Service team to ensure clients are satisfied with services.
- Assisting Customer Service and Sales teams to resolve any client issues.
- Providing necessary data or reports to the sales team.
- Arranging appointments with clients and sales team.
- Updating our CRM system with client contact information
- Arranging travel and accommodations for sales people when meeting with clients outside of office.
- Attending meetings as support to the sales person where required.

Mauve Group's head offices are based in London, York, Dubai and Cyprus; this role will be based in our Cyprus office. Some travel to accompany the Account Manager/BDM to client offices in other locations may be required.

To be successful in this role you must have:

- A proven background in admin or sales support;
- Strong team-building skills;
- A high level of IT skill, particularly in Microsoft Office and 365;

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- High levels of proficiency in data entry;
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- Superior organisational skills and ability to prioritise a complex workload;
- Excellent attention to detail and accuracy;
- Exceptional written and verbal communication skills;
- Confidence in communicating with clients and handling complaints.

The following attributes are additionally desirable, but not essential:

- Experience of working with a CRM system (for example Salesforce); however, full training on our in-house CRM system will be provided.
- Foreign language skills.
- Experience of b2b, global mobility or HR service provider organisations.

Do you have experience of supporting a dynamic team to achieve their goals?

Do you have excellent IT, communication and CRM/SalesForce skills?

Are you a quick, confident learner with a desire to work in a fast-growing and diverse enterprise? Are you an excellent organiser?

If the answer is yes to these questions, please apply immediately.

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