

Key Account Manager

Job Description / Person Specification

Reporting to:	Managing Director
Remuneration:	Up to £43K per annum + key staff bonus
Normal Working hours:	37hrs / week Mon -Thurs 8hrs (half hour lunch) Fri 5hrs
<ul style="list-style-type: none">• Holiday• Pension Scheme• Parking	5 weeks + bank holidays + long service extra days Auto Enrollment (5%+3% contributions) Free parking on site

Job Role:

Closing date for applications 12/02/2024

Key Account Managers sit between our Account Management teams and our Business Development Director and are a dynamic customer facing role that is vital to our success.

You will oversee customers and new prospects and be responsible for these relationships. You will be involved in maintaining customer margins, customer quotes, business reviews and forecast planning for sales. You will review obsolete and excess stock for customers. You will serve as the link of communication between key customers and internal teams where required.

Our customers are an extension of our business. As their manufacturing partner we see our company as part of their shop floor. To support this ethos, we only work with approximately 20 customers and only those customers who want a deep working relationship. You, along with the other Key Account Manager are the people who our customers interact with the most.

The ideal candidate: -

- Great communication – customers, suppliers, and colleagues
- Component / Electronics knowledge – you must be proficient in our industry.
- Commercial know how – quotes and margin monitoring.
- Business Systems – expert knowledge of business systems, great attention to detail and a good understanding of purchasing and stock control.
- You must be able to manage multiple projects, be level-headed when things are not perfect and professional in your approach.
- Electronics Distribution or Manufacturing experience preferred.
- Very good written and spoken English.
- You will need to drive as there may be some travel to our customers for meetings.

While we would expect to train you in our business systems, procedures etc, we are expecting you to have the personal qualities that suit a Key Account Manager position.

How to apply:

Email us at jobs.windsor@note-ems.com with the following attachments:

- Completed application form
- Current CV
- Covering letter

Or use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)