

Person Specification

Job Title	Account Manager	Req No	.
Prepared by	Head of Sales and Events	Date	May 2018
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
<p>At least three years' work experience in a sales role.</p> <ul style="list-style-type: none"> • Proven track record of achieving business sales targets • Experience of sales in a venue, hotel or similar environment • Strong negotiation and presentation skills • Working with CMS software 			
<ul style="list-style-type: none"> • <u>Qualifications/training:</u> 			
<u>Special Knowledge:</u>			
<ul style="list-style-type: none"> • Understanding of the UK Exhibitions and or Conferences industry desirable 			
<u>Disposition/attitude:</u>			
<ul style="list-style-type: none"> • Winning mentality, self-starter and target driven • Excellent relationship builder • Capacity for innovative and creative thinking • Collaborative team worker • Excellent attention to detail 			
<u>Practical/intellectual:</u>			
<p>Excellent verbal and written communication skills Attention to detail Strong numeracy skills</p>			
<u>Physical Requirements:</u>			
<p>Drive and energy</p>			
<u>Additional Requirements:</u>			
Desirable Criteria – Additional requirements relevant to the post			
<p>Professional qualification and/or formal sales training certificates Sensitivity, tact and diplomacy in dealing with a range of clients Specialist knowledge of the Associations or Corporate or Exhibitions market</p>			