

Job Title/Business Unit: **Key Account Executive – Assisted Living & Healthcare**

Reporting to (Title): **Key Account & Republic of Ireland Sales Manager – Assisted Living & Healthcare**

Work Locations: **Home based, with regular UK travel, specifically to Birmingham, Blyth, Scotland & London, and possibly some overseas travel.**

Overall Job Purpose:

Reporting to and assisting the Key Account & RoI Manager with sales orientated tasks and account management of key customers located nationally and overseas. Travel to company offices and customer sites will be an essential part of the role.

Key Duties:

- General support for the Key Account & RoI Sales Manager.
- Specific support for developing and maintaining good working relationships with key customers.
- Play a key role in account retention.
- Assist with bid preparation and pricing for projects.
- Prepare small works quotations.
- Assist with contract implementation and contract related MI reporting.
- Demonstrations of products to customers.
- Providing product training to customers.
- Maintain and record Customer Information within CRM System.
- Demonstrate a high level of customer service.
- Provide clear and concise reports as and when required.
- Abide by Legrand Core Values and Code of Ethics and strive to meet and exceed the Group's Corporate Social Responsibility (CSR) commitments.

Job Competencies/Key Skills:

- Driven and focused to work on own initiative.
- Experience working in a customer facing/sales office role.
- Must have a strong customer service ethic.
- Well organised and able to prioritise and multi-task.
- Self-motivated and capable of dealing with fast moving and varied events which are demanding.
- Excellent time management and contract management skills.
- Excellent communication and interpersonal skills and able to deal with people at all levels both in and outside the business.
- Be flexible to both business and industry changes.
- Computer literate with the ability to use Microsoft Office suite of applications, Word and intermediate Excel skills, specifically, spreadsheet capability. Including social media.
- Able to exert discretion.
- Able to analyse complex situations and give balanced well considered decisions.

Applications (CV & covering letter) to: lisa.daughtrey@legrand.co.uk

Closing date: Wednesday 17th March 2021

Pay & benefits commensurate with the responsibilities of the role