



Account Manager

A vacancy has arisen within the Sales Department for an Account Manager.

The successful candidate will be responsible for the following:

- Day to day management of customer accounts;
- Order entry;
- Expediting orders;
- Communicate professionally, effectively and efficiently with the customer;
- Pricing management for accounts including quotations, lead times, and special pricing requests, ensuring all prices are kept up to date on SAP;
- Prepare quotes for standard and non-standard products;
- Entering customer supplied schedules as required;
- Maintain and analyse forecasts in terms of amendments, pull forward air freight requirements;
- Support the NPI process;
- Provide ad hoc reports as requested;
- Respond to telephone/email enquires proactively passing to the relevant department where necessary;
- Liaise with internal departments to provide any information and updates to customers in a timely manner;
- Attend meetings as required;
- Cover colleagues as and when required
- Provide credit notes, generate pro forma invoices;
- Other ad hoc duties as required.

If you require further information please contact the Human Resources & Training Manager, Mike Homer (mhomer@kpm-uk.co.uk) for a full job description.

Please apply in writing, enclosing an up to date CV, to the HR & Training Department by 4:45pm on Friday 4th August 2017.