

Job Specification – Account Manager, BBS

Address:

BBS LTD

Building Board Specialists Ltd
Units 1 & 2
The Runnings
Cheltenham
GL51 9NJ

Work Hours: 08.30 - 17.30. One hour for lunch.

Full time, 4 weeks holiday a year. Competitive salary offered, BBS offer above industry average salary packages for the right person.

Duties:

This exciting role has different stages as you develop your knowledge of the products and the service BBS offers. At first you'll research & record the details of large building projects to find out which building contractors are involved, so that you can secure an opportunity to quote. You will then quote the contractor with the help of your colleagues and keep in contact with the buyer to secure the order. This involves forming a working relationship with the estimators & buyers who work in the building companies in and around the South West.

The next stage involves placing the order with the manufacturer and overseeing its production once it arrives. As the job starts, there will be many small enquiries and top-up orders for additional products, you'll be able to oversee each step of the job and communicate effectively with the client. A successful project leads to another, and a relationship will be established with the client based on the efficient running of job. It's important to keep an up to date and organised job file for each project you're working on.

The MD will assist you at first with establishing key relationships with our current clients and suppliers, and with understanding the technical aspects of the materials we sell.

As a young growing Company, we share in the Company's efforts and we all pitch and work together to achieve further successful growth.

Required:

Qualifications: A thorough, organised individual – you will enjoy building relationships with the building contractors in the South West & Wales ranging from smaller building companies carrying out refurbishment work to large contractors with in-house estimating and buying teams. Working knowledge of how the construction industry works or similar contractor based tendering is an advantage. Some experience in preparing and submitting quotes on a product range is essential. Sales experience would be an advantage, but overall a can-do attitude and the ability to adapt to a fast

moving industry is the most important. If you're bright and enthusiastic and want to join a new start-up business with solid backing then give us a go – you'll enjoy it!

We need you to have 5 GCSE's including Maths and English, & preferably 'A' levels. A working knowledge of Microsoft Word, Excel and Microsoft Outlook is required. Good communication skills, a confident manner, and the ability to work with senior clients are important. The right candidate can either work out their notice period or start immediately.

About BBS:

BBS is a new shiny start-up business, with solid financial backing, and an experienced and successful MD. Sales already run at over £80k per month, with a targeted first year turnover of £1m. We supply external facade cladding and building boards for sports stadiums, office blocks, apartment complexes, hospitals, schools and universities, local authority housing and industrial buildings. The Company has created good relationships with its suppliers and new clients alike, and as a young Company we can find our own way of working to succeed. The Company is expanding out of recession, and investment continues to date with a new computerised beam saw, a new delivery vehicle, and excellent marketing to attract new clients. The team is growing to include a warehouse supervisor and a sales manager to cope with demand, in addition to this role.

For further information and prior to interview please see www.claddingandboards.co.uk