

Bond Payroll Services JOB DESCRIPTION

Job Title: Account Executive
Department: Sales and Account Management
Responsible to: Head of Account Management
Location: Gatwick Office

Summary

Bond Payroll Services is a provider of comprehensive outsourced payroll service and solutions.

We are looking for an Account Executive to provide Account Management and Client Relations to Bond Payroll Services existing client base, maintaining mutually beneficial relationships while growing your accounts, keeping your clients up to date with the latest industry changes and cross/up selling into the BPS dedicated client base.

Essential Skills

- Experience of a customer facing or customer services role, preferable within a Sales and/or Payroll environment.
- A bright and motivated individual prepared to work under pressure and meet tight deadlines.
- Presentable, articulate and able to deal with clients at all levels.
- The ability to enter sales negotiations and cross/up sell Bond Payroll Services other solutions and services.
- Committed to ensuring the highest level of customer satisfaction and client retention.
- Good interpersonal skills and a dynamic personality.
- An effective and persuasive communicator.
- Proven ability to organise and prioritise workloads and diary, managing their client database.
- A good team player working closely with the Head of Account Management and the Operations Teams, able to take individual responsibility of client accounts.

Core Responsibilities:

- Providing Account Management to our existing client base, acting as the liaison between client and all internal departments within Bond Payroll Services.
- Demonstrating and advising clients of the latest product services and solutions.
- Establishing and maintaining mutually beneficial business relationships with clients and internal personnel.
- Providing quotations to your clients for upgrades and/or additional services.
- Upsell into the client base to achieve the targeted revenue for the business.
- Preparing proposals, reference finding, negotiate and close the deal.

General Responsibilities

- To represent Bond Payroll Services interests to the client and the client's requirements within Bond Payroll Services.
- Account Manage a range of clients as allocated, being their single point of contact for all queries outside of the payroll bureau and operations team.
- Conduct regular client review meetings and discussions.
- Bring in a targeted sales revenue to Bond Payroll Services.