

# PROSPECT RESEARCH

telemarketing that means business

## Account Executive (temporary) - Job Description

**Reports to:** Account Manager  
**Location:** Unit 5, Gwydir Enterprise Centre, 23-25 Gwydir Street, Cambridge, CB1 2LG  
**Contract:** Temporary  
**Hours:** 9.00am – 5.30pm, Monday to Friday

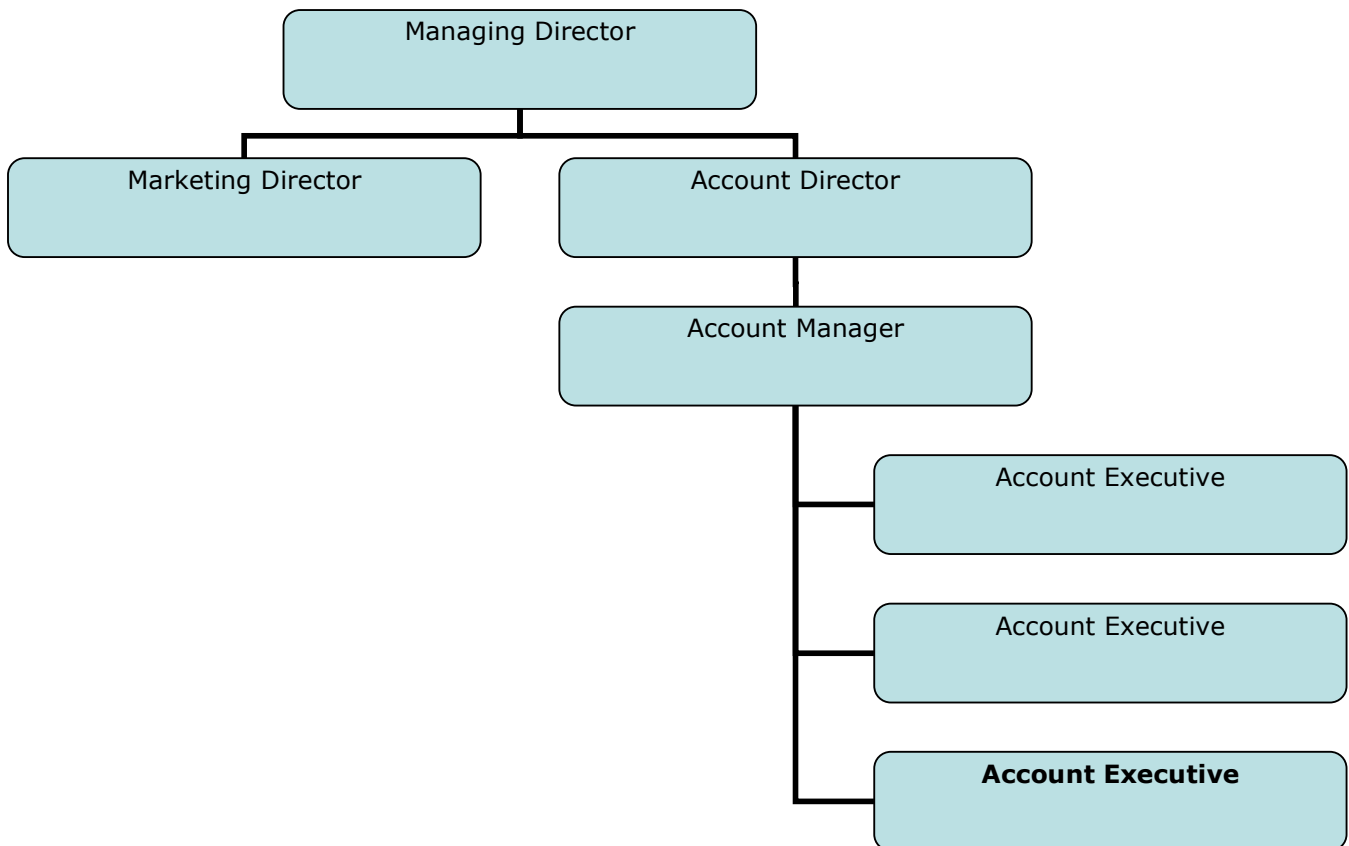
### Overview of Prospect Research

Prospect Research, based in Cambridge, specialises in outsourced business to business telemarketing, providing appointment setting and lead generation services to companies in the UK.

Working in partnership with our clients, we manage targeted telemarketing campaigns on their behalf, speaking to key decision makers within their target markets.

More information about us can be found on [www.prospectresearch.co.uk](http://www.prospectresearch.co.uk)

### Structure of Prospect Research



## **Overview of role**

We need an account executive who can:

### **1. Conduct telemarketing calls**

- 1.1 Understand the needs of Clients
- 1.2 Conduct telemarketing calls on behalf of Clients
- 1.3 Identify new opportunities for Clients

### **2. Meet realistic targets set by the Account Managers and Clients**

- 2.1 Understand and take responsibility for achieving targets
- 2.2 Continuously improve performance against targets
- 2.3 Support colleagues to achieve team targets

### **3. Maintain databases**

- 3.1 Maintain an established database system
- 3.2 Contribute to the administration of Client Accounts

### **4. Contribute to effective working**

- 4.1 Create and maintain professional working relationships
- 4.2 Contribute in company meetings
- 4.3 Contribute to the maintenance of health and safety
- 4.4 Maintain the care of resources