

Account Executive

Person specification/ Skills and experience

Reports to: Account Manager
Location: Cambridge
Contract: Temporary

Person specification

You must:

- Have positive persistence and drive when working towards achieving/exceeding targets
- Respond well to advice given by others
- Work accurately and effectively under pressure, and to support colleagues who experience similar pressure
- Contribute general ideas to the overall running of Prospect Research
- Contribute to an effective, efficient but good humoured working environment at Prospect Research
- Be supportive to other members of staff, and work well within the team environment
- Be friendly and personable

Skills/experience

Essential

- Experience in telemarketing/telesales and the ability to be courteous on the phone at all times
- Experience in regularly achieving targets
- Sound knowledge of Microsoft programmes (Excel, Word and Outlook)
- Excellent communication & interpersonal skills.
- A team player, displaying a high level of tact and diplomacy
- Outstanding organizational skills, ability to prioritise and work effectively managing time efficiently
- Strong attention to detail
- Able to work under pressure and exercise good judgment

Desirable

- Experience in business to business telemarketing
- Sound knowledge of working with databases and CRM systems

Notice period

The notice period during this temporary contract is one week.

Annual leave

You will receive 20 days holiday (pro-rata for temporary staff). This should be booked at least one month in advance, and be approved by the Account Director.

Employee benefits

We offer free parking outside the office to all members of staff on a rotation basis. Free parking is also available approximately ¼ mile from the office.