

Job Description Template

Job Title: Account Manager

Department: Commercial

Reports To: Head of Professional Business, Europe.

Summary of Position

Responsible for account management of both new and existing ADHD clinics and growing the brand's profile by working with KOLs.

Essential Duties and Responsibilities

- Following up all leads with the aim of either securing a demonstration day or agreement to start the procurement process.
- Actively managing the procurement process for potential new contracts leading to a successful close. This includes writing business bespoke business plans if needed by the client to ensure an efficient as possible procurement process. An ability to complete Trust 'in-house' business plan templates is also needed.
- Work-up of quotations.
- Liaison with the IT department to complete IT governance documents.
- Liaison with the Commercial Director to complete clinical governance documents, MOAs or PIAs.
- Liaison with the Clinical Advisor for demonstration days, installations and to maintain awareness of existing clinics, clients and the therapy area.
- Ability to consult on ADHD Care Pathways to enable clients to successfully embed QbTest in their processes to achieve a successful installation maximizing test volumes.
- Scheduling of installation and demonstration days and the logistics they demand.
- Development of KOLs to create endorsement opportunities and possible publications.
- Manage existing clients and services to identify possible referral opportunities.
- Identify new market opportunities for the brand.
- Demonstrate competent article writing to increase awareness of the brand or increase/maximise market opportunities.
- Effective management of the sales pipeline.
- Value added services of audit support.

Supervisory Responsibilities

Nil

Authorities for Position

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- Published approved content on Website and social media
- Design and launch approved campaigns on social media
- Adjust the bid price and strategy of pay per click campaigns

Competency Required for Position

- Strong closer
- Ability to prioritise and organise workload
- Strong client centred focus
- Effective relationship building
- Excellent business acumen
- Effective business plan writing skills
- Ability to work independently
- Adaptable as there are many facets to the role.

Qualifications Required for Position

- Degree educated

Work Environment

- Based in the South with some travel to Sweden

Employee Signature:	Date:
Manager / Supervisor Signature:	Date: