

# JOB SPECIFICATION FOR AN ACCOUNT MANAGER

As part of our ongoing expansion, we are looking for an Account Manager (Sales) to help us manage and develop existing clients and create new business opportunities. This role will be home based.

Location: Home based in Singapore

Reports to: Sales Manager

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SOLUTIONS PARTNER

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## OUTLINE:

Capital GES, part of the People 2.0 group of companies, is a market-leading provider of employment solutions throughout Europe, Latin and North America, Asia and South Africa. In order to support our growing international employment operations, we are seeking an Account Manager to join our Sales team remotely from Singapore.

The Account Manager is responsible, under the direction of the Sales Manager, for managing and developing existing clients and partners, and increasing quality lead conversion across the Capital GES group of companies. This position is a hybrid role encompassing account management and inside sales, and involves daily interaction with key client stakeholders.

## PRINCIPAL RESPONSIBILITIES:

- Be the primary point of contact and build long-term relationships with customers.
- Develop a trusted advisor relationship with key accounts, customer stakeholders and executives.
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives.
- Responsible for working with the Sales and Business Development teams to onboard and integrate new clients and developing existing client relationships.
- Further develop key global relationships with clients, partners, PEO providers and recruitment agencies to ensure that suitable leads are introduced to the company.
- Analyse clients' requirements and formulate offers to meet their needs.

## FURTHER RESPONSIBILITIES:

- Ensure smooth transition of closed business to internal stakeholders.
- Further develop and maintain sales and marketing tools and documentation.
- Assure that KPI's as volume growth and profitability are achieved.
- Share acquired knowledge with internal teams.
- Assist with the implementation of company's social media and marketing strategies.
- This reports directly to the Sales Manager, with no managerial responsibilities.

## SKILLS, EXPERIENCE AND ATTRIBUTES:

- Fluent in English; other languages a distinct advantage.
- Ideally previous experience with international contractors, international HR or employment solutions. Candidates with a recruitment background are also encouraged to apply.
- Strong proven record of accomplishment in a complex sales or account management role.
- Good working knowledge of Microsoft Office.

## OTHER INFORMATION:

- The role is home based, preferably in Singapore.
- The position involves up to 35% travel predominantly in Asia.
- We do not offer sponsorship.

## CONTACT US:

- Please submit a full CV and cover letter in English to [careers@capital-ges.com](mailto:careers@capital-ges.com)