

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 based from our HQ in Neuchatel, Switzerland.

Location: Neuchâtel, Switzerland

Reports to: Sales Manager

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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 (Sales) to join our Sales and Business Development team based near Neuchâtel, Switzerland.

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, inside sales and business development, and involves daily interaction with key client stakeholders and individual contractors and employees.

PRINCIPAL RESPONSIBILITIES:

- Further develop key global relationships with clients, partners and recruitment agencies to ensure that suitable leads are introduced to the company.
- Analyse clients' requirements and formulate offers to meet their needs.
- Liaise with individual workers and recruitment agencies to offer optimal employment solutions when contracting internationally.
- Work with the Inside Sales team to develop new clients and partners for the group.

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 track record in a complex sales or account management role.
- Good working knowledge of Microsoft Office.

OTHER INFORMATION:

- The role is office-based at the HQ in Neuchatel, Switzerland
- The position involves travel mainly within Switzerland with occasional international trips.
- All applicants must have a right to work in Switzerland.

CONTACT US:

- Please submit a full CV and cover letter in English to careers@capital-ges.com