|  |  |
| --- | --- |
| **Job Title** | Client Manager/Sales |
| **Business Unit** | RHG |
| **Department.** | Sales |
| **Location** | London & South East |
| **Reports to (direct)** | Head of Sales London & South  |

###### THE MAIN PURPOSE OF JOB

Motivated and dynamic Apprentice Client Manager/Salesperson to join our commercial relocation team. In this role, you will assist in managing client accounts, driving sales, and coordinating commercial relocation projects. This apprenticeship provides an excellent opportunity for someone eager to learn and grow within the relocation industry. You will work towards achieving the Sales Executive Level 4 qualification while gaining hands-on experience in sales and account management.

**Key Responsibilities:**

* **Sales Development & Lead Generation:**
	+ Identify and generate new business opportunities for commercial relocations.
	+ Build and maintain a strong pipeline of potential clients through proactive outreach, networking, and referrals.
	+ Prepare proposals, quotations, and tender responses for potential clients.
	+ Conduct market research to identify trends and opportunities.
* **Client Account Management:**
	+ Support senior account managers in managing key client relationships.
	+ Coordinate with clients to understand their needs and offer tailored relocation solutions.
	+ Provide exceptional customer service to ensure client satisfaction and repeat business.
	+ Assist with preparing and presenting project plans, timelines, and costs to clients.
* **Project Coordination:**
	+ Support in coordinating the logistics and resources required for commercial relocations.
	+ Liaise with internal teams and external contractors to ensure smooth execution of relocation projects.
	+ Track the progress of projects and ensure they are delivered on time and within budget.
* **Sales Targets & Reporting:**
	+ Work towards achieving individual and team sales targets.
	+ Prepare regular sales reports and updates for the Sales Manager and senior team.
	+ Participate in regular sales meetings and training sessions to improve skills and performance.
* **Learning & Development:**
	+ Complete the necessary coursework and training as part of the Sales Executive Level 4 apprenticeship.
	+ Develop a strong understanding of the commercial relocation industry and sales strategies.
	+ Receive mentorship and guidance from experienced professionals in the field.

**Requirements:**

* **Qualifications & Skills:**
	+ A keen interest in sales, account management, and the commercial relocation industry.
	+ Strong communication skills, both written and verbal, with the ability to engage with clients at all levels.
	+ Good organizational and time-management skills, with attention to detail.
	+ Ability to work independently and as part of a team.
* **Personal Attributes:**
	+ Enthusiastic, motivated, and eager to learn.
	+ Self-driven with a strong desire to achieve sales targets.
	+ Adaptable and comfortable working in a fast-paced, dynamic environment.
	+ Customer-focused with a problem-solving approach.
* **Desirable:**
	+ Previous experience in a customer-facing or sales role (even if through internships or part-time work) is a plus but not required.
	+ A passion for providing exceptional service and creating positive customer experiences.
	+ Be able to drive as travel will be required to/from client sites and RHG branch network

**Benefits:**

* On-the-job training and development.
* Work towards achieving the Sales Executive Level 4 qualification.
* Competitive salary
* Friendly and supportive working environment.
* Career progression opportunities within the company.

**How to Apply:**
Please send your CV to richard.savage@restore-harrowgreen.com. We look forward to hearing from you!

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager