

## Account Manager Job Description

### CON001675 V1.00

<b>Job Title</b>	Account Manager
<b>Department</b>	Print Services
<b>Location</b>	Remote / Office
<b>Responsible To</b>	Head of Print Services
<b>Normal Hours</b>	Monday – Friday (Full time 40 Hours)

#### Job Description

Citipost Mail is the UK's leading privately owned DSA provider, utilising expert knowledge and experience to provide outstanding service and cost savings for both UK and International Creative, print and Direct Mail campaigns from concept to delivery.

This is a Position, to support the growth to the print management division of the business.

Key Responsibilities and Requirements are as follows: -

- General support of the Print services clients with high levels of customer service & communication.
- General administration duties, generating reports for client/sales/board meetings etc.
- Produce quotes and manage jobs through production
- Liaise with suppliers where necessary to ensure work is completed and delivered on time
- Identifying new suppliers that can add value to the print services offering and leverage higher margins while maintaining quality.
- Work closely with the other areas of the business to integrate the print services offering
- Provide support both with clients and staff as required.

#### Skill Set

- Outgoing confident personality
- Organised with an attention to detail
- Customer Service driven
- Excellent communications skills
- Good general knowledge of Microsoft Office and associated programs (Excel, word, PowerPoint, Teams etc).
- Good knowledge of the industry & print management experience would be an advantage
- Full UK driving licence
- Honest and reliable.
- Flexible approach to working hours.