

## Account Manager

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Company: Alma Personnel

Location: Birmingham

Category: sales-and-related

We are currently recruiting for an experienced Trainee Account Manager to join our North Birmingham based client on a full time, permanent basis.

Duties of the Trainee Account Manager include:

- \* Build relationships with clients and take ownership of assigned accounts
- \* Provide quotes to customers
- \* Produce invoices
- \* Gather information and compile reports
- \* Place orders with suppliers and negotiate where necessary
- \* General admin duties as required

The ideal candidate for the Trainee Account Manager role will:

- \* Have excellent IT skills including Excel
- \* Be an organised individual with good attention to detail
- \* Be a confident communicator with people at all levels

This is a full time, permanent role working Monday to Friday.

If you feel you have the right skills and experience for this Trainee Account Manager role, please apply now stating why you would be suitable.

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