

## **Job Description**

<b>Job Title:</b>	Account Manager
<b>Responsible to:</b>	Branch Manager / Deputy Manager
<b>Job purpose:</b>	To sustain a good flow of vacancies and placements towards fulfilling the company's contractual agreement.

### **Main responsibilities**

- Canvass and obtain vacancies from employers operating within the boundaries of the contract.
- Develop excellent relationships with employers and assuring them regarding the company good quality services.
- To liaise with the Candidate Consultants and make recommendations / referrals regarding potential employment.
- Maintain working relationships with training providers.
- Attend networking and business meetings as and when required.
- Any other duties required

### **General Duties**

- To deal with employers and ensure that as representative of the company our response is prompt and professional at all times.
- Offer options / suggestions of alternative ways of doing things and explore alternative problem solving strategies towards enabling and assisting candidates.
- To update candidates regarding the progress of their application(s) and development possibilities
- To consider the satisfaction of all clients by ensuring courteous and efficient service at all times.
- Any other duties required.

### **Expected Operational Standards**

- To adhere to the company Quality Standards and comply with all administration required for contractual purposes
- To maintain professional personal appearance and working environment
- To maintain personal development plans and training towards career development
- To comply with the legal requirement in relation to : Equal Opportunities; Disability Discrimination; Employment Agencies ; Asylum and Immigration and Data Protection Acts