

<b>Job Title</b>	Account Executive	<b>Location</b>	UK or Europe
<b>Department</b>	Lab Support Division	<b>% of Travel</b>	
<b>Reports To</b>	Vice President, Europe	<b>Positions Supervised</b>	0

## JOB DESCRIPTION

### SUMMARY

Lab Support, a division of On Assignment, is the industry-leading provider of temporary and permanent scientific staffing services. We provide scientific professionals to the biotech, pharmaceutical, food and beverage, chemical, personal care and other science industries.

The position of Account Executive is responsible for generating business and educating potential clients on the various Lab Support recruitment service offerings to a set geography. This position is responsible for the annual sales plan and its execution to maximize return on investment and profitability for the office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (*other duties may be assigned*):

- Identify and develop potential clients and possible new markets by executing a Territory Management Plan, conducting cold calls and personal client visits and tracking hiring trends.
- Conduct sales presentations of features, benefits and cost advantages of On Assignment's Lab Support services.
- Utilise the Recruitmax client and candidate contact management system. This includes documentation of all client, candidate and contract employee information in the Recruitmax system.
- Adhere to predetermined weekly Key Performance Indicators (KPI's) set by management and review sales performance providing management with data to support this.
- Increase job orders by identifying immediate staffing needs, making accurate and rapid quotations, negotiating agreements, and working cooperatively with recruiting to satisfy clients' requirements.
- Communicate in a timely manner to branch team members about all staffing needs and new business leads and provide support to the Recruitment team where appropriate.
- Supply clients and prospects with On Assignment sales materials customised to their current and potential needs.
- Follow-up regularly with decision makers to build relationships and generate new business within a specified territory. Maintain a thorough working knowledge of all applicable government, accrediting agency, and client-specific contractual laws/requirements.
- Educate clients on cGMP and Safety training programmes.
- As applicable, maintain ongoing relationships with Lab Support temporary employees, candidates and client representatives.
- Participate in various networking events such as attending exhibitions and professional society groups within the scientific community, representing Lab Support.
- Gather market, competitor and customer information to allow you to identify trends within the market and to act on these and to make recommendations about potential marketing initiatives.
- Provide support to the recruitment staff when there are absences in the team

- Work closely with and ensuring accurate communications to the payroll and finance team regarding orders and payments
- Assist with incoming phone calls from both clients and candidates.
- Adherence to Corporate policies
- Assisting with training and coaching of new employees
- Be a positive role-model for all aspects of the job
- Mentor and support team on general basis as well as direct reports
- Positively motivate, direct and develop new starters
- Take ownership, contribute and influence team targets
- Develop and evolve a sales plan showing on-going requirements and progress towards fulfilment
- Continue to develop an extensive knowledge base of the recruitment market and business knowledge in the assigned sector and / or account, including client business profile, key players, competitors, hiring and recruitment processes, compelling events, political and environment strategies
- Any other reasonable duties that may be defined by your manager from time to time

### **PERSON SPECIFICATION**

#### **SKILLS AND ABILITIES:**

##### **Essential**

- Prior sales experience in laboratory, scientific required with a clear understanding of the recruitment industry.
- Experience in account and/or territory management.
- Computer literate and good telephone skills.
- Excellent listening and understanding skills with the ability to build relationships
- Must have a pro-active approach
- Should be thick skinned and be persistent with curiosity and an ability to get information from people and judge situations
- Must be an energetic, confident, detail-oriented, organized, highly motivated and self-directed individual with ability to prioritise and manage your time and work efficiently in a dynamic, fast-paced environment.
- Excellent communication, customer service and negotiating skills; including ability to conduct perspective and in-person sales calls and presentations.
- Must have a willingness to travel nationally

##### **Desirable**

- Familiarity with related industries (biotech, pharmaceutical, medical device, food and beverage, chemical, personal care) is highly desirable but not required.
- Bachelor's degree preferred.
- Experience of cold calling would be beneficial

The essential functions listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.