



Account Management Assistant

Job Title: Account Management Assistant

Salary: £18-21k p.a. dependent on experience, plus pension and benefits

This is a great opportunity to work in a fast paced, growing West Yorkshire-based company with an extensive history of producing high quality large format graphics and 3D displays to the Retail, Exhibition and Museum sectors.

This full-time role offers an excellent opportunity for a highly motivated individual to flourish in a friendly and productive environment within a modern open plan office in our purpose-built headquarters. The company has a proud history of long serving employees and internal promotions, as well as great client retention from an impressive list of global and national brand names.

Being part of the Account Management team will involve: -

- Working with the current team of six Account Managers
- Processing bespoke display orders for major retail clients
- Handling several orders at one time, from quotation through to invoicing
- Liaising with sales, production and installation teams
- Business Development of new and existing Accounts

The Assistant Account Manager will be a bright, self-motivated individual who is keen to learn and gain experience and skills.

The candidate will have:

- Excellent skills in Microsoft Excel, Word and Outlook
- Great attention to detail
- A fast work rate, with the ability to juggle several tasks
- Ability to work effectively as part of an experienced and professional team
- Eagerness to learn

In return, as an Assistant Account Manager you will receive a competitive salary of between £18k-£21k, Pension, 22 +8 bank holidays, free parking and training. This is also an opportunity to develop in one of the regions fastest growing companies.

Experience within the print or display markets is not essential but may be beneficial.

Full training will be provided.

To apply for the above position, please e-mail Carolyn.linham@weareleach.com