



■ New Business Development/Account Manager

company background

ACT was established in 1994 to produce high quality graphics for internal and external displays. The high quality production techniques and personable customer service have made ACT the leading large format display company in Wales with customers both local and nationwide.

Our success has been built around one of the most diverse product ranges in the UK today including photographic print, inkjet, superwide banner production and the new straight to substrate printing along with the achievements and commitment of our staff to their roles in the company. ACT prides itself on the professionalism of its team.

With continued expansion ACT are now looking for three new members to be added to the team now that we have moved to larger premises where production space has increased by 70%.

the role

Identify potential customers by market research through existing contacts, magazines, databases and the internet.

job specifics

Persue leads created by themselves and ACT
Research the potential customer if the estimated size of business warrants it
Manage their own diary for meetings and visits to potential, new and existing clients
Deal with problems that occasionally arise from clients
Provide details from which ACT will quote jobs
Manage their accounts on a daily basis
Maintain the sales database by remote access and keep colleagues and ACT up to date with developing situations

Occasionally you might be required to man an exhibition stand at trade shows

your profile

good administrative and numeracy skills
a high level of computer literacy - preferably Mac based
excellent communicator
a people person with a strong customer focus
experience of the screen or digital print industry desirable
the ability to work under pressure

working hours

monday to friday 9am to 5.30pm

holidays

20 days + statutory bank holidays

financial package

salary depending on experience + bonus/
commission package to be agreed with candidate
contributory pension scheme
medical insurance
expenses
company car [opt out possible]
mobile phone
Macintosh laptop computer with broadband
for remote access

to apply: please forward
your cv by email to
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