

Visual Print  
and Design

## Account Manager

**Salary:** £18,500-£22,000

**Hours:** Full Time

**Start Date:** ASAP

**Location:** Lincoln, Lincolnshire

Visual Print and Design is an award-winning company providing high-quality print and design solutions with offices in Lincoln and Glasgow.

We have a vacancy for an Account Manager based at our Lincoln office. This is an exciting time to join a fast growing and innovative company where your role will involve creating and maintaining good relationships with clients, and bringing ideas to life through print.

### Job description

As our Account Manager, you will help us maximum sales and growth by effectively selling the company's products and services, and building good relationships with clients to secure repeat business. You will be required to produce estimates and work alongside operations to manage print jobs from concept to delivery.

### Key Responsibilities

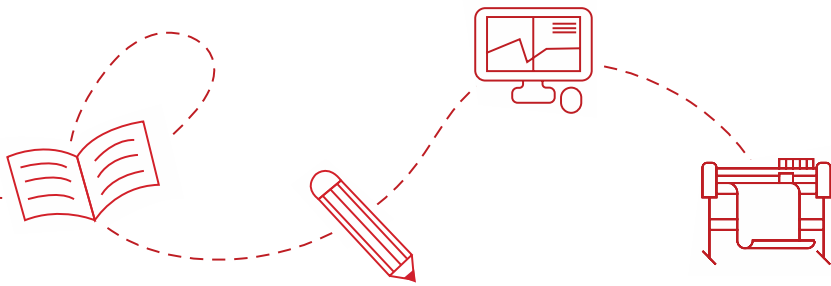
- Listening to customer requirements and presenting exciting ideas to convert orders
- Producing print and design estimates via our MIS system
- Developing relationships with customers
- Working alongside operations to manage print jobs
- Generating potential business with prospect clients
- Responding to incoming email and phone enquiries
- Negotiating the terms of an agreement and closing sales
- Representing the company at trade exhibitions and events (when required)
- Negotiating on price, costs, delivery and specifications with suppliers
- Resolving customer complaints by investigating problems and developing solutions
- Creates detailed proposal documents for clients in collaboration with our marketing team
- Liaises with the team to meet deadlines for delivery and covers other team roles when required (such as holidays)

✉ Unit 1 • Checkpoint Court • Lincoln • LN6 3PW

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### The ideal candidate will have:

- Experience working in an account management or customer service role (ideally in a creative industry)
- Fantastic negotiation and closing skills
- A confident and determined approach is essential
- Results-orientated and able to work both independently and within a team environment
- Must possess excellent verbal and written communication skills
- Proficient computer skills
- A valid driver's license

Knowledge of both the printing industry and MIS systems would be a distinct advantage, however full training on our internal systems will be given.

### What we can offer you:

In return for your skills and experience, we can offer:

- On-going training and personal development
- Access to PerkBox with discount and freebies
- Teambuilding days and monthly gaming/movie nights
- Flexible working for medical appointments and childcare
- Pension Scheme

**Interviews:** TBC

Please send your CV with covering letter by email to:

[graham@visualprint.co.uk](mailto:graham@visualprint.co.uk)

### Or by post to:

Graham Hunstone  
Visual Print and Design Ltd  
Unit 1  
Checkpoint Court  
Lincoln  
LN6 3PW

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