

Company: Healthy Buildings International Ltd (HBI)
Position: Account Manager / Business Development Role (Sales Division)
Sector: Environmental Consultancy / Workplace Health, Safety & Compliance
Location: Reading Office & UK Field-based
Contract: Full Time (Permanent)
Salary: Negotiable DOE + Commission Scheme + Company Car

About HBI

Healthy Buildings International (HBI) are worldwide leaders in Indoor Environmental Consultancy, specialising in delivering Health, Safety and Environmental compliance solutions to a wide range of organisations across the UK & Europe. We have a prestigious client base and our work often takes us through highly varied and impressive building portfolios across all Business Sectors.

Our core consultancy services are incredibly diverse and covers Indoor Air Quality, Legionella Risk Management, Fire Safety, Asbestos Management and Web Based Compliance Software. For further details of our current services please visit www.hbi.co.uk.

Account Manager / Business Development- Overview

We are recruiting a dedicated Account Manager who will be based from office Headquarters near Reading. This exciting opportunity will incorporate a variety of commercial elements including contract negotiation and development as well as the management of client relationships for both new business opportunities as well as for our existing customer base.

In addition to Account Management, we expect the successful candidate to develop and create new business opportunities, assisting in growing our client base.

Our Sales Team are critical to the ongoing commercial success and profitable growth of the organisation, as well as leading the way as flag-bearers for HBI's friendly and professional approach towards business relationships and partnerships.

The role will include the requirement to travel regionally and sometimes further afield, with occasional requirement to attend events and conferences around the UK, involving overnight stays.

The successful candidate will be joining an exciting and expanding commercial team at HBI.

Summary of Responsibilities

- Manage the commercial needs and requirements of existing and new clients
- Develop new business streams with prospects and new clients
- Represent and promote HBI in a positive and desirable manner
- Achieve agreed monthly Sales KPI's
- Achieve individual sales budget across the financial year (Reviewed 12-monthly)
- To be a figurehead of the company

Essential Requirements

- Strong communication & interpersonal skills
- Friendly, approachable & credible individuals
- Highly motivated and organized self-starters
- Ability to prioritize busy and varied workloads
- Full UK Driving License

(Continued on next page)



HBI

Healthy Buildings International



Desirable Skills

- Experience of customer account and relationship management
- Track record in customer service
- Marketing experience
- Knowledge and experience of environmental consultancy industry & services

Why Join HBI?

Enjoy the benefits of working in a flexible, diverse and friendly consultancy, in a cutting edge and fast moving industry. All field-based staff are provided with a company vehicle (for work & private use), full travel expenses, 28 days holiday per year (inc. Bank Holidays).

An Optional Pension scheme and Private Health Insurance are also available. We offer regular progress and career reviews as well as on-going CPD investment and opportunities to all staff. HBI are Equal Opportunities Employers.

How To Apply

To apply, please send a covering letter and a copy of your CV, including references, to: **Matt Todd** at mtodd@hbi.co.uk, or alternatively in writing to: **Healthy Buildings International, Parkside, Spencers Wood, Berks RG7 1AE.**