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# INTEGRATED SKILLS LIMITED

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## Job Description

### Sales and Account Manager

This new position will provide extra sales & account bandwidth as ISL expands its product and services portfolio. The role supports the activities of the UK Sales Director and Director of Client Services. The primary focus is the UK local authority sector, but there are future sales & account opportunities outside of this sector.

## Primary Responsibilities

- Management of select accounts
  - Ensure annual revenue from existing software subscriptions
  - Deliver additional revenue from sale of professional service days and/or new software products
- Win new business
  - Through the completion of local authority tender responses
  - Through the qualification of sales leads, creation of sales proposals and subsequent closing of deals
  - Through sector specific marketing activity including networking & event attendance
- Report on client/prospect software & consultancy requirements
  - Relay feedback and intel into internal marketing & product development processes

## Reports to

- Managing Director
  - Working closely with UK New Business Sales Director and Director of Client Services.

## Working closely with

- Products team
- Finance team
- Marketing team

## Staff responsibilities

- None

## Hours of work

- Monday to Friday with a total working week of 37.5 hours.

## Place of work

- A hybrid role based out of ISL head office in Chapel Allerton, Leeds

## Work experience

### Essential

- 5+ years working in the UK local authority sector either as a local government employee or for a supplier to local government

### Desirable

- *Preferably* within waste & recycling collections and/or street cleansing and/or winter maintenance operations

## Skills & Education

### Required

- Bid writing/tender response experience and proven skills
- Excellent verbal and written English
- Experience working within a distributed team
- Good working knowledge of public sector procurement processes
- Understanding of latest public sector policies and initiatives
- Computer literate with extensive experience of:
  - Microsoft Teams
  - Microsoft Word
  - Microsoft Excel

### Desirable

- Training in tender response writing/bid writing
- Training in negotiation skills
- Training in consultative selling techniques
- Relevant industry qualifications
  - Environmental Services
  - Local Government
- User of desktop and mobile software applications related to waste & recycling and/or route optimisation
- Experience in the application of AI, specifically ChatGPT and/or Copilot, to internal sales & marketing processes

## Other

Desirable:

- Full UK driving licence

## Core Competencies

<b>Sales skills</b>	<p>Bid writing/tender response          Consultative selling approach          Analytical          Eye-for-detail          Active listening skills          Prioritisation of work</p>
<b>Communication</b>	<p>Effective communicator, on phone, online, in writing and in person          Able to effectively convey ideas to colleagues</p>
<b>Team skills</b>	<p>Can integrate into an established team          Build effective working relationships with colleagues          Enthusiastic at sharing knowledge and experience with peers</p>
<b>Learning</b>	<p>Willing to acquire new skills          Personal interest in keeping up to date with the latest local authority trends</p>
<b>Personal traits</b>	<p>Have high levels of:</p> <ul style="list-style-type: none"> <li>• Self-motivation</li> <li>• Ambition</li> <li>• Transparency</li> <li>• Integrity</li> </ul>