



**PHOENIX SYSTEMS UK LTD**

# **ACCOUNT MANAGER**

We're looking for a full time Account Manager to join our Commercial team at our Fareham Head Office.

Phoenix Systems UK Limited are your PCB, and contracted electronics turnkey solutions provider, for the manufacture of electronic equipment and printed circuit board assemblies, to the aerospace, defence, medical, transport, automotive, education and industrial sectors.

**If you're interested, submit your CV today!**

All applicants are required to email their CV to:  
[joshj@phoenixsystemsuk.com](mailto:joshj@phoenixsystemsuk.com)

# ACCOUNT MANAGER

We have the great opportunity for a proactive and driven individual to join our fast paced team to manage and assist with all aspects of Phoenix Systems UK Ltd processes for a set of defined key customer accounts. The Account Manager will be the primary point of contact for all communication with the defined customers ensuring the customers receive the highest level of customer service possible.

The Account Manager is an important part of the business management structure and must ensure key accounts are supported effectively. Ensuring key customers are provided with the best level of customer service should secure future business with these accounts, giving Phoenix long term stability and the chance to develop further business opportunities

## What you'll do:

- Be the interface with defined customers, including visiting customer sites as required
- To produce and maintain plans to meet business and customer requirements
- To manage the repeat order/contract review process for defined customer accounts to ensure necessary capacity, materials and engineering requirements are available.
- To work with the Purchasing Department to ensure materials arrive on time for Sales Order Requirements.
- To assist engineering during busy periods and undertake tasks such as loading or checking Bills of Materials (BOMs) on the company MRP system.
- Expedite important issues within Phoenix and with customers that may impact delivery dates and/or other commitments being met.
- The promotion of sales to existing key customers
- Preparation and negotiation of quotations to existing key customers
- To liaise with other departments over technical problems or other issues that may impact delivery commitments being met.
- Any other activities assigned by management that are relevant to the job function.
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# ACCOUNT MANAGER

## What you'll bring:

- Have great attention to detail
- Proactive and positive approach
- Accustomed to working in a fast-paced department

## Essential:

- Previous experience of Account Management and/or customer service role
- Excellent communication skills
- Excellent PC skills including MS office, especially Excel, Word and Powerpoint
- Confidence in preparing and presenting data to customers
- Planning and prioritisation skills

## Desirable:

- A sound understanding of a CEM environment
- Knowledge of electronics production techniques
- Experience using MRP systems

## Why Phoenix Systems?

We are a family run business with over 20 years of experience and competence in the PCB, PCBA, electronics manufacturing and turnkey box build assembly facility, always embracing and investing in the latest cutting edge technology.

- Perks at Work membership providing 100s of discounts with a range of brands
- Pension Scheme
- Maternity/ Paternity packages
- Early finish Friday
- 24 Days Holiday with the ability to buy up to an extra 5 days holiday
- Employee referral bonus
- Free parking
- Employee Reward Schemes
- Long Service Awards