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| **Optima Products Ltd** |  |  |
| Mill Road  Radstock  Bath BA3 5TX |  | t +44 (0) 1761 433 461  f +44 (0) 1761 252 808  action@optima-group.co.uk  www.optima-group.co.uk |

**Internal Account Manager**

Reporting to: Business Improvement Manager

Location: Radstock

Contract: Permanent

Hours: Full time

Salary: Dependent on experience

Closing Date: Friday 25th August 2017

Optima Products Ltd employs over 80 people, designing, manufacturing and distributing an extensive range of Optima branded partitioning systems from a 5 acre site in Radstock, near Bath. Our award winning products are used in high quality interior fit-outs of commercial office space, generally for blue chip clients, throughout the world.

Following an internal promotion, we have a vacancy for an Internal Account Manager.

You will be responsible for managing customer accounts, for an allocated area, from receipt of order through to completion. You will also be responsible for resolving queries and issues on their accounts, liaising with all internal departments, and keeping the customer up to date.

You will have a good telephone manner and excellent business writing skills. You will have great attention to detail and be able to work accurately under pressure, with the ability to adapt to rapidly changing priorities

**Experience**

* We would prefer someone who has experience in a manufacturing environment, particularly someone with experience of liaising with Production Planning and Purchasing departments
* At least 1 years’ experience of working within a customer facing role, ideally in internal sales or account management
* Good IT skills, particularly with Microsoft Office and ERP systems, ideally Epicor

**Education**

Degree level or equivalent/qualified by experience

If you wish to apply for this position, please send a CV and covering letter, stating your expected salary and required notice period, to:

Human Resources Department, Optima Products Ltd, Mill Road, Radstock, Bath, BA3 5TX or email [hr@optima-group.co.uk](mailto:hr@optima-group.co.uk)

Please note that we cannot employ anyone who does not have the right to work in the UK and we are unable to apply for work permits for individual jobs until UK & EEC resources have been utilised.