

FORUM

RETAIL
COMMERCIALISATION
PARTNERS

WE ARE RECRUITING!

ACCOUNT EXECUTIVE -
LONDON



About Forum RCP

Forum are leading commercialisation partners, providing a unique approach to managing all aspects of non-core revenue for over 90 shopping centres and 40 retail parks across the UK.

We provide diverse commercial solutions for Landlords which includes the sourcing and management of best practice mall retailers, bespoke kiosks, seasonal pop ups, high impact promotional campaigns and food & beverage operators.

We are a family-owned company, with a people first approach. Our business has grown organically through recommendations and results. We are recognised for our pragmatic approach to the industry, providing realistic financial projections that we can confidently deliver, and working closely with our operators to help them launch and grow their businesses.

There is no place for politics – Forum is a fun, open, honest place to work where we support each other for our mutual success.

Account Executive Position



We are looking for a bright, enthusiastic individual to work with the Account Director and Account Managers across our Southern portfolio of Shopping Centres and Retail Parks. You will preferably have some experience in an office environment, but this isn't essential as we will teach you the ropes and bring you up to speed on the industry. Attention to detail, great organisational skills and a 'can do attitude' are imperative to this role.

ROLE RESPONSIBILITIES

- Assist Account Managers to process new sales leads and enquiries.
- Process new sales leads from initial enquiry through to installation and ongoing management.
- Develop an in-depth knowledge of our venues to be able to speak confidently to sell the benefits of each shopping centre to local and national businesses, retail clients and other agencies.
- Develop an in-depth understanding of our venues and to be able to speak confidently about the benefits of each to potential operators.
- Assist in delivering a diverse range of commercialisation and to work to maximise income for our clients.
- Use our bespoke booking system to ensure that all relevant documentation has been received prior to a promotion.
- Proactively identify new opportunities for our schemes by contacting suitable local and national businesses.

- Approachable with good customer service and interpersonal skills
- Articulate, strong communicator with a capacity to develop and maintain relationships
- Prioritisation of workload with good organisation and attention to detail
- An ability to work under pressure to assist in meeting deadlines and targets
- Strong sense of initiative and personal ownership
- Excellent IT skills and ability to learn new computer systems
- A proactive approach to capitalise on revenue for centres
- An ability to assess and evaluate types of promotions and retail offers which would be attractive to the shopper demographics
- Ability to work independently with limited input once objectives have been set by colleagues
- A good team player with a real 'can do' attitude
- Ambitious and motivated with a desire for career progression as the company continues to grow

We look forward to hearing from you.

Permanent role to start from May 2021.

Due to Covid-19, our team are currently working remotely.

Salary depending on experience.

Please send your CV and Cover Letter to: -

Kathryn Ling, Managing Director

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www.forumrcp.com

