

FORUM

RETAIL
COMMERCIALISATION
PARTNERS

WE ARE RECRUITING!

ACCOUNT EXECUTIVE -
LONDON

Account Executive Position



We are looking for a bright, enthusiastic individual to work with the Account Management team across our portfolio of venues in London and the South. You will preferably have some experience in an office or retail 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

- Process new sales leads from initial enquiry through to installation and ongoing management.
- 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 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.
- Create and update marketing and social media content to promote opportunities.

- 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.
- Self-motivated with a strong sense of initiative and personal ownership.
- Excellent IT skills and ability to learn new computer systems.
- Ability to assess and evaluate types of promotions and retail offers which would be attractive to the shopper demographics.
- Commercial acumen to work towards set financial targets.
- A good team player with a real 'can do' attitude.

This is a hybrid role with one day per week office based. Regional travel required to our managed shopping centres.

Annual Salary: £26,000 - £32,000 dependent on experience, with annual bonus structure.

We look forward to hearing from you.

Please send your CV and application to: -

hello@forumrcp.com

www.forumrcp.com

