

JOB DESCRIPTION FOR SALES ACCOUNT EXECUTIVE

Job title	Sales Account Executive (UK)
Reporting to	Matt Sykes, Head of Sales
Preferred candidate location	East Anglia
Job location	Hybrid (home/Ipswich office min 1 day per week)
Salary	£65,000 plus team performance bonus
Benefits	Pension + life insurance + 25 days annual leave + Personal Development + further benefits
Role	Permanent (37.5 hours per week)

Background on The DPO Centre Group

The DPO Centre is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 600 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and co-ordinated team.

Our mission, based on our #oneteam philosophy, is "To inspire and develop one remarkable team, that delivers the extraordinary". We win as a team, so we don't reward based on individual targets, but we do incentivise team success. Contact with management and the other members of the team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils the ongoing requirement to exchange knowledge, share experiences, improve our processes, develop our documentation, and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits feel very much like an integral part of a motivated, sociable, and connected team.

Further details on The DPO Centre and our team can be found at www.dpocentre.com.

Candidate profile

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

Due to our continued growth, we require an outstanding Account Executive to build and deliver new business that maximises our growth within the UK.

You must be a respectfully persistent and persuasive person who is able to demonstrate excellent communication and presentation skills and possess the ability to articulate a clear value proposition that mitigates commercial and compliance risk.

Ideally, you will have an understanding of data protection law and possess the ability to manage the demands of a growing pipeline of clients and prospects, and therefore be able to prioritise effectively and maintain the highest degree of confidentiality and professionalism. Experience in a professional services environment would be advantageous.

To be our ideal candidate, you will have sufficient data protection knowledge to support the conversion of inbound sales leads based on an established and proven lead nurturing and conversion process. You will value attention to detail and deliver high quality work that meets client deadlines. You will be

dynamic, determined and able to demonstrate a successful track record in account development and sales. You will be forward-thinking, have a strong work ethic and demonstrate a 'can do' attitude.

The location of the role is balanced between your home and our operations office, so you will need to be located within a reasonable travel distance of Ipswich, Suffolk.

Duties and responsibilities:

Business Development

- Respond to, and transition all inbound leads using our various tools and following our existing procedures
- Assist the sales team to consistently improve the overall sales plan and go-to-market strategy
- Maintain accurate records on our CRM system to provide full visibility of your sales pipeline
- Prepare weekly forecast updates and identify areas of support required to maximise sales performance
- Ensure the effective handover of client wins to our project delivery team
- Achieve your monthly sales targets

Person Specification:

Education and experience

- A degree level qualification, however, a proven track record of success in relevant account based roles is more valued
- Minimum of 5 years B2B experience, ideally in professional services

Personal:

- An enthusiastic team player
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- Respectfully persistent and persuasive
- A willingness to learn, work hard, contribute to the team and develop new skills

Required skills

- Highly organised, structured and disciplined
- The ability to work under pressure and prioritise multiple activities
- Excellent written, verbal and non-verbal communication skills
- Experience of using Microsoft Office applications and Teams
- The ability to maintain a high degree of confidentiality, trust and credibility
- Confidence to propose new and improved processes and effect positive change
- A willingness to learn and develop new skills

Desired skills

- A level of understanding of data protection and compliance regulations
- Experience using HubSpot
- Fluent in a European language

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