

## **About Toppesfield**

Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices and achieving an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

### **Role description:**

We have an exciting opportunity for a Trainee Account Manager who will work alongside and support our dynamic Sales team, you will benefit from working within a supportive learning environment ensuring your personal development and opportunity to progress.

- Progressing enquiries through the sales funnel to the point of contract award (to client)
- Updating notes on the CRM system
- Adding new contacts to projects and organisations in CRM
- Maintaining LinkedIn profiles on CRM
- Keeping key account client hierarchy charts up to date
- Ensuring key personnel details are added to our CRM for analysis and marketing
- Developing periodic content and communications to key account client segments
- Supporting Quality Submissions for Frameworks and Large Contract bids
- Review of specialist press for opportunities
- Review and research of client pipeline opportunities for adding to our sales funnel
- Support the Sales team with admin tasks and ad-hoc duties

### **Our Benefits:**

- 25 days Annual Leave + Bank Holidays.
- Employee Referral Scheme
- Employee Assistance Programme
- Employee Volunteering Programme
- Annual Leave Purchase Scheme
- Enhanced Maternity/ Paternity / Adoption Leave
- Learning and development opportunities.
- Supportive working culture and future progression opportunities
- Cycle to Work Scheme
- Bonus Scheme
- Birthday Bonus
- Discount Portal
- Company Social Events

### **Apply**

Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website [www.toppesfield.com](http://www.toppesfield.com), and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield .com](mailto:careers@toppesfield.com) or contact Human Resources.