



Acorn.

Acorn. Integrated Systems
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Job Specification

Service Department – Account Manager

The following details the key roles of an Account Manager working within the Service Department for Acorn Integrated Systems:

1. Form part of the Acorn Service Team, that is very client driven and promote a positive image of the company and the services which it provides.
2. Surveying and quoting of small service projects, small works and energy related works.
3. Project managing small service projects, small works and energy related works.
4. Provide day to day operational support for engineers and co-ordinators.
5. Account management of existing maintenance contracts and clients, including creating PPM schedules and attending regular meetings to review opportunities and to discuss outstanding works.
6. Provide technical and out of hours Call Out escalation support.

Other tasks within your skills and capability may be assigned to you during the currency of this job description and you will be expected to execute them alongside your primary role.