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| <b>Corporate Account Executive</b>  |
| <b>Salary Range and CPF Banding:</b> £24,000 per annum, rising to £24,500 after probation (B2)          |
| <b>Reports to:</b> Corporate Account Manager  |
| <b>Terms/Hours:</b> Perm, Full-Time, FTC  |
| <b>Location:</b> Office/Hybrid. Some flexibility longer term/ Minimum 3 days in office during probation |
| <b>Direct reports:</b> None   |
| <b>Department:</b> Commercial   |
| <b>Date Reviewed:</b> January 2023  |



**About Ecctis:**

At Ecctis, our vision is to be the acknowledged global leader in the international qualifications and recognition arena. Our mission is to be the preferred source of expert advice on the recognition and comparability of qualifications and skills internationally, building on our advanced research and our established knowledge and experience of education systems across the world. Ecctis delivers a wide range of services, products, and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

The work is varied, and the atmosphere is enthusiastic, collegial, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

**Purpose of Role:**

The purpose of this role is to support the Business Development function as part of the 'Corporate Bundle' team. To account manage small to large organisations who manage applications on behalf of their employees and clients. It is important to provide high levels of customer service and attention to detail when submitting and managing high volumes of applications. To be responsible for maintaining professional relationships, as well as finding and establishing new relationships. The service is growing, and we need a team member who can contribute to the service evolution and improvement.

**Key responsibilities:**

- Supporting the delivery of the Ecctis Corporate Bundle unit focussing on growth
- The role will also have a focus on renewals and upselling our services to our existing customers
- Engaging and understanding our corporate bundle customers and managing their accounts
- Submitting applications on their behalf and updating them on the progress of their applications
- Managing high-volumes and high-accuracy data entry required to ensure high quality and fast processing for our customers

**Skills required:**

- Organised
- Proactive
- Demonstrable experience in commercial, sales and/or account management environments
- Interest in UK and International Education

**Person specification:**

- Excellent attention to detail
- Organises and prioritises their time and work effectively
- Customer focused and insistent on excellent quality
- Strives for continuous improvement in the service we provide
- Works collaboratively with the corporate bundles team to seek creative and innovative ideas and solutions for our service
- Comfortable and competent communicating via email, telephone, and in person with our members and customers
- Strives to build long-lasting account relationships
- Growth mindset and focus
- Team player
- Excellent communicator
- Ability to work with and across other teams

**Education and Qualifications:**

- Degree educated

**Employee Benefits**

- Eligible for performance related Sales Incentive, paid monthly and has been consistently achieved by peer colleagues – c.£5-10k/yr OTE (targets TBC)
- Annual discretionary performance-related bonus scheme (Pro-rata for part-time employees). Up to 10%/yr
- Employee Ownership Trust (EoT):
  - As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held ‘in-trust’ by the Trust’s Board of Directors.
  - The Employee Ownership Trust allows for a yearly tax-free bonus plus additional potential taxable EoT bonus payments in addition to performance related bonuses to be paid to all eligible employees – Subject to the company’s annual performance. This type of bonuses have been paid in 2021 and 2022 since the EoT was formed
  - Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.
- 25 days annual leave plus bank holidays, as well as an additional day off given between Christmas and New Year
- Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years’ service)
- Life assurance of 3 x basic salary for members of the pension scheme
- Bupa Private Health Care Scheme with employee contribution
- Enhanced maternity pay with years of service.
- Employee Assistance Programme
- Cycle to Work Scheme
- Swapping of 3 bank holidays (Good Friday, Early May Bank Holiday, August Bank Holiday) to be taken on a cultural or religious date of significance
- Extra day of annual leave with 5 years’ service (pro-rata for part-time workers)

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| <b>EDI Statement:</b><br>Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability. |
| <b>Please note:</b> All applicants must hold a current permit or visa showing their right to work in the UK.   |
| <b>To apply:</b> Email your CV and covering letter to <a href="mailto:recruitment@ecctis.com">recruitment@ecctis.com</a>   |

This role profile sets out the scope and main duties of the post at the date when the role was created or last reviewed. Such details may vary on occasion without changing the overall scope of the role or level of responsibility required. This role profile is intended to give an overall indication of the duties and responsibilities of this role but is not exhaustive and the job holder may be asked to perform other duties, which reasonably align with the general remits of their role and level of responsibility.

**Our values in practice:**  
**Respectful:** We value differences, treat everyone with respect, and build trust by fostering a fair and inclusive culture.  
**Ambitious:** We are ambitious and enthusiastic in our approach to finding solutions.  
**Creative:** We encourage a balance of bold, creative, and innovative thinking, built on our experience and learnings.  
**Dynamic:** We evolve in our dynamic industry by using our expertise to create opportunities and champion continuous improvement.  
**Engaging:** We grow by engaging professionally and responsibly with each other, by being receptive to feedback, and making space for new ideas.