

Account Executive (APAC)

Company Overview

Alpha Development is an international financial training firm, whose clients are the world's most highly regarded investment banks, private banks and asset managers. With offices in the UK, Singapore, Poland and the US, we offer global coverage and have trained in more than 20 countries.

Purpose of Role

Alpha is currently expanding its APAC business from our base in Singapore. This role will be a central part of the team in Singapore, responsible for driving Sales and Account Management for existing & potential clients.

Role Responsibilities

Sales & Client Service

- For our Tier 1 ("key") and Tier 2 clients, own all aspects of:
 - **Account Management** of existing accounts; this includes:
 - Ensuring that repeat work is rebooked year-on-year.
 - Winning new business with current contacts.
 - Mapping & extending further into the account, to find new contacts & win new business. This can be by product and/or geography.
 - **Sales to New Accounts**, through:
 - Telephone & online lead generation.
 - Attending conferences and other industry events.
- Be responsible for exemplary written proposals & RFPs, through:
 - Usage & updating of the internal proposals library.
 - Working with internal & external contacts to design new course outlines & programmes as required.
- Lead the planning & delivery of client meetings and new business pitches.
- Manage and forecast sales pipelines effectively.
- Work closely with other members of the global Sales / Account Management team, as appropriate.
- Create and assist with sales projects as required.

Marketing

- Assist the creation and improvement of our marketing offering, partnering with the Marketing Manager.
- Specific responsibility for the marketing of our APAC public course offering.

Delivery Services / Training

- Administrative Onboarding of new clients.
- Efficient handovers to, and support of, our local & global Programme Management teams.
- Assist with the onboarding and management of faculty.

Firmwide

- Ad hoc projects as and when required.

Skills & Experience Required

- Key skills:
 - Team player. We are very proud of our global team and want everyone at Alpha to be a part of it.
 - Proven ability to function in a self-directed environment; taking direction but able to own responsibilities without constant oversight. As part of an initially small team, this role requires a high degree of self-motivation and organisation.
 - Exceptional communication skills, with a proven ability to build long-term trusted relationships with clients and colleagues.
 - Attention to detail under pressure is also crucial.
- A strong history (4+ years) of achieving targets in a consultative sales role, selling services to financial institutions. This should include face-to-face sales pitches to high-profile clients. Specific experience in training / L&D is not essential, but a demonstrative interest/curiosity in this area is.
- At least Intermediate level in Microsoft Excel, Word and MS PowerPoint. Experience in using sales management systems is an advantage.

Logistics

- Full-time role – Monday-Friday, 37.5 hours per week.
- Location: Based in our office in Singapore, with travel within the APAC region required (plus occasional trips to our London office).
- Reporting to: MD (APAC) – based in Singapore, and Head of Sales – based in UK.
- Holidays excluding Singapore public holidays: 25 days per annum.
- Staff Benefits will phase in after the first 12 months to include: season ticket loans; life insurance; private medical cover; company pension scheme; gym allowance.