



## JOB VACANCY – TEMPORARY (6 MONTHS CONTRACT)

POSITION DETAILS:	
<b>Job Title:</b>	Senior Account Manager
<b>Reports To (Name &amp; Title):</b>	Arnd Herrmann, Managing Director
<b>Place of Work:</b>	Kyalami
<b>Employment Equity Preference</b>	None
<b>Proposed Salary – Total Cost of Employment (TCOE):</b>	16-18,000 (80% Fixed, R20% Variable)
<b>Date Required:</b>	January 2010
<b>Overall Purpose of the Job</b>	Management of communities from existing Corporates or Associations joining Luxury4Less VIP Club. The Account Manager will be in charge to ensure smooth registration process of new members, distributing the welcome mailers, engaging with members of those communities on an ongoing basis, in charge of the campaign communication, competitions, surveys, and anything necessary to turn new members into visitors of the website to ultimately buyers
<b>Qualifications Required:</b>	Business Degree
<b>Skills / Experience Required:</b>	<ul style="list-style-type: none"> <li>Strategic Thinking</li> <li>Analysis</li> <li>Planning and Organizing</li> <li>Problem solving</li> <li>Agile, flexible and adaptable</li> <li>Strong information gathering and investigative skills</li> <li>Stress tolerance</li> <li>Interpersonal skills</li> <li>Good time management skills</li> <li>Ability to work independently</li> <li>Strong MS Office skills</li> <li>Creative Thinking</li> <li>Good networker</li> <li>High level of attention</li> <li>Very customer service oriented</li> <li>Enthusiastic</li> <li>Innovator</li> <li>Self-starter</li> <li>5 years in a similar Account Manager role in an online retailer environment</li> <li>Ideally the candidate should have an existing network of possible communities to bring on board</li> </ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>Ensure receipt and upload of new member information</li> <li>Formulate and ensure distribution of welcome mailer</li> <li>Develop and implement communication plan to members around campaigns, competitions, surveys, general information</li> <li>Pull and analyse information about key behaviours of members, i.e. # of logins, visits, purchases, conversion rates, profitability, # of campaigns offered, invites send, community growth etc.</li> <li>Monitor and analyse member attrition and initiate corrective actions where necessary</li> </ul>

# MORE BUCKS

	<p>Prepare corrective actions to constantly improve key behaviours of members</p> <p>Compile and interpret sales reports</p> <p>Calculate and handle possible profit share agreements with communities</p> <p>Identify additional communities to engage with</p> <p>Liaise with community owners on a regular basis to agree on next steps, improvements etc.</p> <p>Prepare and present internal Management Reports with SWOT analysis and corrective actions to constantly improve results</p>
<b>Companies / positions where this person will ideally come from:</b>	Online Retailers; Internet Marketing Companies; Loyalty Service Providers