

# WE ARE RECRUITING



# SALES & ACCOUNT MANAGER



Come join us!

January 2026

# The Role

This is a full-time office-based role of **35 hours** per week over Monday to Friday, with a lunchtime finish on a Friday – it's one of our employee benefits.

As our **Sales & Account Manager**, you will be responsible for identifying new business leads and opportunities, winning new business and generating the sale to drive revenue, nurturing customer relationships and managing a variety of our existing customer accounts to ensure long-term customer satisfaction and growth.

This is a stand-alone Sales role, reporting to our Managing Director. You will be a key player in helping the company achieve its strategic and financial goals.

**Salary:** Up to **£40,000** (depending on experience) plus a performance related bonus and the option of a car or mileage allowance.



# What you will be doing

As our **Sales & Account Manager** your key responsibilities and accountability include:

## **Sales & Business Development**

- B2B/Direct business – identifying leads and pursuing new sales opportunities
- Responding promptly to sales calls and leads to ensure great customer experience
- Collaborating with our Technical Team to prepare quotations for projects and bespoke design projects
- Following up on quotations sent in a timely manner
- Taking successful quotations to close out stage
- Using our CRM to capture and track all activities
- Presenting to customers when required, either on own or with our Technical Team

## **Account Management**

- Building and developing strong relationships with any new, existing and historic customers
- Conducting regular reviews to ensure customer satisfaction or further business opportunities

## **Collaboration & Reporting**

- Working in partnership with our Technical, Finance and Operations teams to ensure successful project handover
- Providing regular reporting and forecasts to Senior Leadership Team
- Attending or sometimes hosting Sales meetings

# What we are looking for from you

## Ideally:

- Previous & a proven experience in sales, account management and business development are essential for this role
- Strong relationship building and customer facing abilities
- Comfortable working in a sales driven environment
- Competent IT skills for updating activity on our systems, particularly in using MS Office
- Full UK Drivers Licence

*\*Technical knowledge or experience in the industry is welcomed, though not essential. It's important for us to recruit the right person and in return, we will ensure you get the technical knowledge you require to fulfil your role.*



## Someone who is:

- Commercially and financially aware
- A strategic thinker, can think out of the box
- An excellent communicator to build relationships and collaboration with colleagues and customers
- A role model for B-DACS, both internally and externally
- Highly organised, excellent time management, can successfully plan and deliver their work to meet goals and for self, colleagues and the business
- Diligent, great attention to detail when collating quotations and in updating our systems
- Positive in outlook, is resilient, with a proactive mindset when things don't always go to plan
- Comfortable in putting forward new ideas or suggestions to help the business grow or change
- Of a curious mind to assist with problem solving or issues as and when they arise
- Willing to continually deliver consistent high levels of work and customer service
- A team player, supportive and willing to help others whenever it is needed

# About us

We are a family-owned organisation. Founded in 2003, we currently have 26 employees and are one of Scotland's leading air conditioning businesses.

We are values-led with our customers, people and culture at the heart of everything that we do – for which we have received recognition from our customers in the trade for our high standards of workmanship, customer service and communication. This is something we take great pride in achieving through our customer charter of providing the right treatment, getting it right, keeping you informed and being available when you need us.

Our head office is based at Panorama Business Village, Queenslie, Glasgow.

# Our Culture & Values

Here's what the team say about our culture:

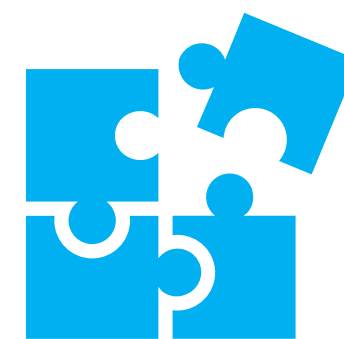
- *'It's the best company I've worked for. I'm really enjoying it. I'd recommend B-DACS to anyone'*
- *'It's a great culture. Everybody is full of positivity. Good vibes!'*
- *'B-DACS are quick to praise and regularly share feedback from our B-DACS clients', my confidence is really boosted'*



**Integrity** – Do the right thing



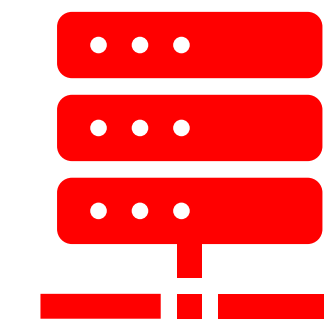
**Respect** – Treat others how you wish to be treated



**Innovation** – Thinking outside the box



**People** – We behave as one team



**Service** – Get it right first time

# Our Employee Benefits



29 days holiday (includes your birthday off & increases with length of service)



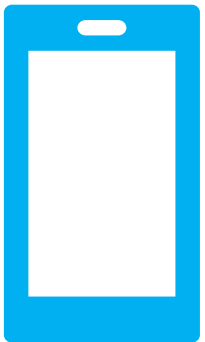
Health benefits & staff discounts



Company Pension



Car or mileage allowance



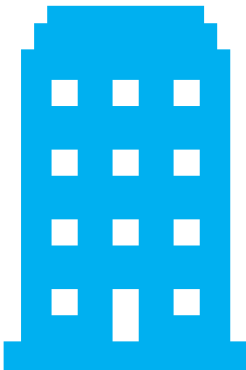
Company mobile



Refer a friend scheme



Friday lunchtime finish



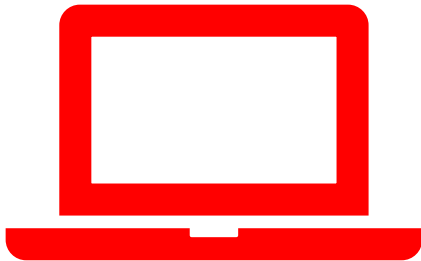
Free office parking



Team Events, Volunteering & Away Days



Training opportunities



Company laptop



# What makes us stand out



Fully accredited  
in Scotland



Outstanding  
technical expertise



Systems and processes  
that make life easier



Highly  
responsive

# How to apply

If this sounds like your ideal opportunity, please submit your CV with an email noting why you are interested in the role to:

[teresa@bdacs.com](mailto:teresa@bdacs.com)

Closing date is Thursday 29<sup>th</sup> January 2026