

Job description

Job title:	Business Development Manager	Department:	Sales
Location:	London	Type:	Permanent
Reporting to:	EMEA Sales Director		

Overview

CBS is a market leading manufacturer of Ergonomic technology support products, delivering on a global scale; we are now looking to grow and develop our product portfolio into new revenue channels, you will be an ambitious, energetic and self-motivated individual who can demonstrate a clear emphasis on supporting clients with our high-level of service.

Purpose of the job

The New Sector Executive is responsible for the implementation of strategic sales direction of new products, which sits outside of our core product range and revenue channel. Delivering, executing and managing a new business module to increase turnover, client base and marketing presence within new sectors to ensure CBS continues to gain competitive advantage.

Specific Responsibilities (include but not limited to):

- Research, develop and execute business plan for successful sales direction
- Pro-actively research new clients, dealers and opportunities across allocated sector
- Visit accounts on a regular basis and ensure relationship is continually being developed
- Ensure client requests are completed efficiently and in a timely manner
- Promote product placement in client facilities, including supporting marketing materials
- Provide product and microsite training, this will include dealer network & end user customers
- Identify key decision makers on specific projects and be at the centre of all project discussion
- Prepare project specifications/quotations
- Liaising closely with Sales Support to advise as and when client specific requirements arise
- Liaise with Creative team on content and updates for Microsite.
- Identify new marketing opportunities to raise profile of the CBS
- Attend all sector relevant events/ exhibitions promoting CBS at any opportunity
- Provide feedback to all key CBS stakeholders on market trends and insights

General:

- Assist with client enquires, quotations, sample request's and general administration duties that come with Account Management
 - Maintain CRM database - Salesforce, daily to include, but not limited to; completing pipeline, quotations & sales forecasting.
 - Work with dedicated Sales Support person so they can assist you in day to day admin duties when you are not in the office
 - Participate in induction training for new personnel and new product training
 - Attend events/exhibitions as and when required.
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Company Requirements

- Health & Safety; ensure that safe working practices are followed. Attend safety briefings, as requested. Take responsibility for your own, employees, contractors and visitor safety in accordance with The Health & Safety at Work Act 1974, and The Management of Health and Safety at Work Regulation 1999
 - Compliance; ensure compliance with business systems, processes, certification schemes, regulations and legislation relevant to the scope of your role. Support internal quality controls and audits to demonstrate compliance.
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Competencies

- Ability to plan and manage strategic initiatives.
 - Excellent interpersonal and communication skills
 - Willingness to build relationships and network across a wide spectrum of clients
 - Organised and methodical, with ability to multitask & prioritise workload effectively & efficiently
 - Computer literate with good knowledge of MS Office
 - Excellent time-management and ability to work under pressure
 - Ability to demonstrate high level of communication & presentation skills
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Characteristics

- Interpersonal skills across multiple project stakeholders
- Can manage many tasks simultaneously
- Self starter
- Results focused
- Decisive
- Is thorough and accurate
- Follows through on commitments
- Goes beyond expectations
- Driven and enthusiastic

Postholder

Signed:

Name:

Date:

Manager

Signed:

Name:

Date:
