


<b>Job Description Template</b>			
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<b>Creation Date:</b>	25/05/18	<b>Next Review Date:</b>	25/05/20

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## **Job Description – Business Development Manager**

<b>Department/location:</b>	FIS South - Wareham
<b>Hours of work:</b>	40 hours per week or as required to fulfil the duties and meet the needs of the business.
<b>Reports to:</b>	General Manager
<b>Holiday:</b>	25 days plus 8 Bank Holidays
<b>Other benefits:</b>	Bonus scheme Company pension after 3 months Company car or allowance Death in service scheme Laptop Mobile phone

### **General:**

This is a new position, reporting to the General Manager for the South West region of the company. You will take responsibility for a key account while developing an external regional base and working on business development. The main objectives for the Business Development Manager are:

- To effectively manage and develop a contract with a key customer
- To promote the full range of FIS services throughout the SW region and to manage the addition of new vehicular and personnel assets as the business grows.

### **Main Duties:**

- Develop a sales plan in conjunction with the General Manager for the commercial growth of the business in the South West region.
- Account manage existing clients to achieve a continuing/expanding business relationship.
- Generate profitable new business in accordance with targets through the promotion of the full range of services and capability provided by the Company.
- Deliver the whole sales cycle from start to finish including assessing clients' requirements, attaining accurate costing, producing quotes/bids, negotiating price and terms & conditions and closing the sale.
- Ensure that the required level of information and paperwork is produced, provided and is accurate.
- Produce weekly and monthly sales reports to a professional standard for senior management.
- Continually developing the company portfolio of customers.


### **General H&S Responsibilities:**

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

### **Other General Responsibilities:**

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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### Person Specification

Qualifications/Training	E / D*	How assessed***
IOSH Managing safely or equivalent of higher H&S Management qualification	E**	CV
Chemistry/Technical Qualification	D	CV
Waste Membership or Accreditations	D	CV
<b>Experience</b>		
Proven track record in sales/business development; must be able to demonstrate generating new sales and account management skills.	E	CV/I
Working in the waste management industry	D	CV/I
Working knowledge of job costing and profit/loss statements	E	CV/I
<b>Specific Post Knowledge/Skills</b>		
High degree of IT literacy with accurate data input skills: competent and confident in the use of MS Excel, Word and Outlook.	E	I
<b>Personal Characteristics</b>		
Good customer services manner and able to communicate effectively and confidently by phone or in person with customers and suppliers at all levels	E	I
Conscientious to work independently without direct supervision	E	I
Able to work calmly under strict deadline pressures	E	I
Adaptable to new situations	E	I
Flexible to take on new and additional tasks	E	I
Good organisational and planning skills	E	I

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV; Interview; Presentation; Practical Assessment