



## Job Description - Business Development Manager

### Job Title

Business Development Manager

### Location of business

Unit 5A Rivergreen Industrial Estate, Sunderland, SR4 6AD

### Location of sales area

TBC

### Reports to

Commercial Manager

### Job Purpose

The Business Development Manager role is a key management position that covers all areas of sales and input into wider commercial development. You will be responsible for driving the growth of the business by identifying, developing and establishing new customers while also retaining current customers.

The role will require effective communication and collaboration with the Commercial Manager, Quality Departments and Customer Services.

You will carry out all tasks in respect of the above position and contribute in terms of delivering significant growth of the Company's business and also to develop a positive, ethical image in the market place.

### Territory and Dimension/Scope of Role

Territory and focus accounts will be as agreed with the Commercial Manager and where the greatest penetration and growth can be achieved.

### Key Responsibilities and Accountabilities

- Drive the growth of the business by increasing the sales of specials by establishing, maintaining and expanding your customer base
- Growth should primarily be driven from new accounts
- Increasing and maintaining sales in current accounts
- Reaching the targets and goals set for your area
- Servicing the needs of your existing customers
- Compiling and analysing sales figures
- Collecting customer feedback and market research
- You will ensure that all work is always carried out in compliance with company procedures and compliance with relevant regulatory authorities



### Skills and Specifications

- Take responsibility for driving the growth of the business with key accounts
- Demonstrate a passion for working with customers
- Calmness under pressure and maintain records in timely and accurate mode
- Good decision-making, communication, and IT skills
- Good organisational and negotiation skills
- Ability to encourage and motivate people with responsible attitude
- Should have sound practical judgment of priorities
- Familiar with Microsoft office

### Deputising

In the absence of the Business Development Manager all duties will be handled by the Commercial Manager.

Date Job Description Updated January 2018