

Business Development Executive - Job Description v1.3

Job Title:	Business Development Executive
Department:	Sales
Hours of work:	8.30-5.00 Monday – Friday
Place of Work:	Quanta Office in Worcester and Travelling to Customer Locations
Package Extras:	Contributory pension, free parking at Worcester site.
Summary of Position:	The acquisition of business from new and lapsed clients.

Due to our continued growth, we are seeking four Business Development Executives. We have roles for experienced Business Development professionals and those who are in the early stages of their sales career.

You will play a key role in developing new customer relationships to grow profitable sales. Are you a dynamic, driven, passionate sales professional who loves to find and win new business? Are you looking for a challenging position where you are supported to develop and grow your skills?

Key responsibilities & requirements

- Developing the sales funnel and nurturing opportunities to closing of order.
- Working with clients to understand their business challenges. Consulting with them to identify, understand and refine their requirements and provide solutions that will help them to develop the capabilities of themselves and team.
- Identifying and liaising with key stakeholders internally and externally.
- Working in collaboration with other team members.
- A strong consultative sales focus.
- Strong clear communication skills.
- Relationship skills.

Primary Responsibilities

Focus on new account acquisition, to include customer retention.	Achieve monthly sales target as set by the Business Stream Manager
Position Quanta services and solutions to prospects and customers over the phone.	Achieve acceptable sales Key Performance Indicators (KPI's) as specified by Business Stream Manager.
When necessary service customers and show good customer care at all times.	Understand Quanta's services and solutions and effectively communicate them.

Understand Quanta's value proposition, how it fits in the market place and communicate it to customers and prospects.	Understand the key business objectives of customers and prospects and their future plans.
Create professional emails with accurate information.	Accurately complete forms and documents to update other individuals and departments within the company.
Maintain and update accurate data fields and dialogue reports in the CRM database and other sales systems.	Produce accurate quotes for customers. Demonstrate correct usage of pricing and discount models at all times.
Attend client meetings with Account Managers.	Plan time to be as effective as possible and organise workload.
Follow company policies, standards and requirements.	Take training and coaching, passing any given tests and apply knowledge effectively.

Professional Specification

	Essential	Desirable
Qualifications & Training	GCSE Math's and English	
Experience	1+ year's successful experience in a similar role. Business to business.	3+ year's experience in a similar role. Business to business.
General Ability & Personal Attributes	Communicate effectively and articulately in all mediums.	Have a mature attitude towards work.
	Be able to take instruction and work with a degree of initiative and autonomy.	Have the ability to solve problems and issues with minimal management help
	Be reliable at all times in connection to work.	Innovative – dextrous and perceptive mind
	Ability to adapt to new situations and different environments.	A seeker of opportunity to grow and develop
	A positive disposition at all times.	Good process compliance – sees the value in good process
	A winning way with people as opposed to a hard sell approach.	

	Be of smart appearance at all times in connection to work.	
	Be able to work empathetically through sales rejection, resilient.	
	Full UK driving licence.	