

## Business Development Executive - Job Description v1.3

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

### 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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	GCSE Math's and English	
<b>Experience</b>	1+ year's successful experience in a similar role. Business to business.	3+ year's experience in a similar role. Business to business.
<b>General Ability &amp; Personal Attributes</b>	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.	