

ROLE PROFILE

BUSINESS DEVELOPMENT MANAGER

One of the region's most successful waste and recycling companies is looking to appoint an External Sales Consultant to the team. This is a great opportunity for an enthusiastic and ambitious Sales Consultant to achieve results in an already successful business.

Reports To	Sales and Marketing Manager
Department	Commercial Department
Main Location	JWS Waste & Recycling Services Limited Westport House, 35 Frederick Road, Salford, Manchester M6 6LD
Main Duties/ Responsibilities	<ul style="list-style-type: none">• To use the existing and further develop the prospect data base, negotiate and win new business at profit levels acceptable to the Company;• Create and update records on Company CRM system;• Assist customers to access the JWS portal and run reports;• Develop a database of new contacts, updating and maintaining the customer database with accurate information;• Achieve visit targets;• Create proposals/quotations and general documentation;• Get involved in all aspects of the sales process including building and maintaining your own business pipeline;• Respond promptly to customer inquiries and process orders, forms, applications, requests and raise quotations;• Assist with bids and tenders, and find upcoming projects;• Work on Sales Campaigns, both short and long term;• Achieve campaign conversion rate and specified targets;• Make cold and warm visits and calls to prospects;• Keep accurate and detailed records of calls made and results achieved;• Record details of opportunities and lead notes;• To manage effectively any allocated accounts ensuring retention, growth and profitability in line with Company guidelines;• Prepare sales action plans and strategies;• Source and develop client referrals;• Schedule sales activity;• Understand and manage personal performance on a daily basis;• Develop and make presentations of Company products and services to current and potential clients;• Demonstrate a thorough understanding of our products and services and the objectives of relevant campaigns;• Prepare, present and negotiate sales contracts;• Maintain confidentiality;• Maintain sales activity records and prepare sales reports;• Respond to sales enquiries and concerns by phone, electronically or in person;• Ensure customer service satisfaction and good client relationships;• Monitor competitors market conditions and product development;• You will always work in a professional, hard working, reliable manner;• Be a responsible representative of JWS and represent our interests at all times;• You will always show respect to colleagues and clients;• Provide feedback and input to sales team;• Liaise between Operations, Administration and Customer Service functions in providing the customer with best service practice.

Education and Experience	<ul style="list-style-type: none"> • Experience of waste industry would be advantageous but not essential; • Tender writing skills are advantageous but not essential; • Understanding of long and complex sales cycles; • Previous experience in an outbound sales role preferable; • Excellent standard of English and IT Skills; • Previous experience of Zoho would be advantageous; • Knowledge of customer service principles; • Experience in sales within service sector preferable; • Experience in making presentations preferable; • Ability to achieve sales and retention targets; • Hold full driving licence; • Knowledge of sales principles and methods, or willing to train and learn; • Excellent communication skills and strong telephone manner; • Proven track record in a sales environment preferable; • Good attention to detail; • Ability to write detailed follow up notes for business reporting; • Mature attitude with a capability to discuss business issues; • Confident, self motivated and commission driven; • Friendly personality and team player.
Key Competencies	<ul style="list-style-type: none"> • Negotiation skills; • Resilience and tenacity; • Goal driven; • Confident; • Excellent interpersonal skills; • Commercial awareness; • Team player; • Show good time keeping, attendance and have a professional attitude; • Good telephone skills; • Excellent listening skills; • Sales experience; • Excellent communication skills – verbal and written; • Ability to think on your feet; • Problem analysis and problem solving; • Adaptability; • Show Initiative; • Persuasiveness; • High energy level; • Tenacious attitude; • Stress tolerance – ability to stay positive in a stressful environment, able to work and contribute effectively to the team; • Attention to detail and accuracy.
Hours of Work	Because of the nature of the business, flexibility in hours of work is dictated by the requirements of the job as the business operates from 07:00 to 18:00 hours Monday to Friday. Standard hours operate from 9:00 to 17:00 hours.

RECEIVED BY (Print Name):

SIGN:

DATE: