

OUTLINE JOB DESCRIPTION

Job Title: Business Development Manager (BDM)

Department: Sales

Reporting To: Managed Print Services Manager

Objective: To acquire, develop and maintain business within existing and new accounts.

Responsibilities:

1. To find new business opportunities and convert new customers to using Cura Technical's services. This is to be done partly through developing relationships with existing customers but primarily through prospecting new dealers and resellers.
2. To develop relationships with the clients that are assigned to you to further the goodwill attached to the company name.
3. To promote the various service offerings that Cura Technical offer, such as ad-hoc calls, annual maintenance contracts, click maintenance and new machine sales.
4. To renew existing maintenance contracts, and maintain existing run rate of business
5. Work and liaise with allocated Sales Administrator to ensure daily tasks are fulfilled such as invoicing, reports, customer complaints/queries and quotes are dealt with.
6. Specific General Duties:
 - i. Arrange new business opportunity appointments.
 - ii. Account management of existing clients
 - iii. Responsible for advising board findings from profit/loss reports for individual accounts.
7. Remuneration
 - I. As per Cura's Pay Plan
 - II. Company car allowance
 - III. As per formal offer
 - IV. Up to 25 days holiday

- V. Pension
- VI. Healthcare

All the above duties and responsibilities are geared towards achieving the maximum person effectiveness. There will be firm targets against which your performance will be gauged. The prime objective will be met when total sales in the area equate to the forecasts prepared and the targets set for the area. Actual sales performance will be reflected, of course, in commission earned.

With regard to measurement of, performance will be considered satisfactory when (a) all records of existing and prospective customers are up to date with full information on names, initials and position of contracts names contain a call Record specifying in all cases the date of purpose of the next call; and when (b) the prospective customer records can be used to produce a forecast of expected business which is subsequently proved to be accurate. This data will be measured on ACT our CRM system.

This outline is not part of the contract of employment. It is a guide to the duties and responsibilities of the post at a point in time and will evolve as the requirements of the company change.



Person Specification:

QUALITIES	ESSENTIAL	DESIREABLE
FORMAL QUALIFICATIONS:	<ul style="list-style-type: none"> • Good standard of education 	
KNOWLEDGE:	<ul style="list-style-type: none"> • Sound knowledge of the Microsoft Suite (Word, Excel, Access, PowerPoint etc). 	<ul style="list-style-type: none"> •
EXPERIENCE:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
SKILLS:	<ul style="list-style-type: none"> • Administration skills • Organisational skills • Good people skills • Sound communication skills • Ability to handle challenging situations • The ability to work as a team member 	
PERSONALITY/MOTIVATION:	<ul style="list-style-type: none"> • The ability to work accurately under pressure • The ability to work on own initiative • Self-motivated • Flexible attitude • Demonstrates a proactive attitude. 	<ul style="list-style-type: none"> • Wishes to play an integral part within an actively progressive environment.
PHYSICAL REQUIREMENTS:	<ul style="list-style-type: none"> • Good health • Smart appearance 	
INTERESTS:		<ul style="list-style-type: none"> • Proactive in personal betterment
CIRCUMSTANCES:	<ul style="list-style-type: none"> • Live within reasonable distance/commute of the office location 	