



Job Description

Job Title:	Business Development Manager
Reporting To:	Commercial Director
Job Summary/Purpose:	To develop profitable sales for Place UK with new customers across all sectors. To drive business growth by maximising sales for existing products and identifying opportunities for developing and launching new products. Visiting new potential customers to build profitable sales and to build long-term relationships.

Duties and Responsibilities:

Relationships

To build relationships with new customers, at all levels, to drive growth

To build relationships within the Company with all key functions to ensure full support to that customer base

To ensure communication and documentation of customer information and changes through liaison with team members.

Ensure a regular flow of communication is maintained for all customer changes and developments to internal colleagues

Sales

To identify and maximise profitable sales opportunities

Through personal experience, sector knowledge and trade contacts, accelerate the unlocking of commercial opportunities for Place UK Ltd.

Build and implement account plans that set the direction for commercial success

Negotiate and conclude signed supply contracts with key customers

Identify and exploit new business opportunities

Ensure forecasting is timely and accurate

Reporting

Report promptly and accurately on visits and meetings within agreed timescales, through the process of regular feedback and written reports.

Forward plan weekly and monthly using electronic calendar with confirmation of appointments and outcomes.

Report weekly and monthly against set targets and objectives

Provide detailed costings for all quotations against cost model in advance of customer meetings, to be reviewed where deemed necessary.

Health and Safety

Promote and support a safe working environment and foster a culture of 'safety first'

Ensure that all H&S policies are adhered to.

Ensure all activities of yourself and third parties are conducted in a manner that does not compromise food safety or food quality.

General

Accurately update & maintain all company records

Organising, prioritising and maintaining records of all customer requested samples;

Review and prioritise incoming customer enquiries to enable effective planning and costing of their requirements, seeking the Commercial Directors input when required;

I confirm I have read and understand the job description for my position which describes my duties and responsibilities, I also understand that I am responsible for performing other related duties as required which may not be listed.

Name (Printed)	Signature	Date

***This document is designed for guidance only and is not exhaustive.
Duties may change or be added and deleted to meet the changing requirements of the business.***

Person Specification

Personal Attributes

- Flexible individual with first-class people and account development skills
- Drive, determination, highly motivated with “can-do” attitude
- Be able to demonstrate good levels of emotional intelligence and build strong relationships quickly.
- Manage change positively, think creatively and deal effectively with the unpredictable.
- Have high levels of personal accountability in delivering and exceeding targets.
- Attention to detail
- Team player but also able to work on own initiative
- Leader, yet consultative
- Ability to prioritise / good organising skills
- Strong commercial acumen

Experience, Skills & Knowledge

- Experience of working in an FMCG commercial environment
- Experience of working with major retailers and food manufacturers
- Track record of success in highly competitive market
- Ability to work to a high level of accuracy.
- Ability to prioritise workload through effective time management and organisational skills, ensuring deadlines are met.
- Clear communicator, both oral and written
- IT Literate