

## Job Description

**Job Title :** Business Development Manager/ General Manager Elect.

**Position :** Salaried

**Salary :** TBA **Working Hours :** 40+

**Responsible to :** Directors

**Responsible for :** Sales Operation leading to General Management of CPM

## Section 1 - Qualifications

- Degree or qualified or by experience
- Good Organisational skills
- Ability to sell and maintain a maintenance service
- Good interpersonal communication skills
- Ambition to progress
- Full driving licence

## Section 2 - Job Summary

This position is part of the CPM Management Team. Specific responsibilities relate to all aspects of sales and business development including:

- Identifying and developing new customers
- Maintenance of new customers
- Sales strategy, budgets and performance
- Margin achievement
- Written proposals
- Presentation of innovative proposals to customers and potential customers

## Section 3 - Key Tasks

- Customer visits
- Research new markets and business
- Verbal and written profitable proposals
- Write and present viable, innovative proposals
- Account monitoring and action planning
- Record keeping
- Customer support and service
- Development new business initiatives

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- Negotiation with customers and potential customers
- Recruitment of staff
- Provide customer reports (monthly / quarterly – as required)

## Section 4 - Other Requirements

The position identified within the JD is intended to provide a framework for the individual to contribute to the performance of the business through sales growth whilst learning all aspects of the business. It is intended for this person to take over responsibility for the total operation of CPM Electro Mechanical business in the position of General Manager and Director.

- **Motivation** - The position calls for a highly committed, well-motivated person who is committed to increasing the customer's efficiency.
- **Flexibility & Adaptability** - The position calls for the person to adapt not only to the Company, Service and Quality Policies, but also its culture.
- An ability to adapt to new or redefined arrangements, skills and working circumstances is also required.
- The position is very demanding and will involve working long hours where the business needs; therefore a high level of flexibility in this area is essential.

**Note:** *This Job Description is not intended to establish a total definition of the job but an outline of the duties and responsibilities.*