



Job Title: Business Development Manager

Department: Sales

Reporting: Sales Director

Based: Field, home & office based

Hours: It is possible for the post holder to work from either home or a local office. The work requires significant local travel and may require occasional overnight travel and weekend and/or evening work.

Purpose: The post holder is responsible for the growth and development of the company's business within a specific geographic area. In addition to meeting the company's sales and growth targets the post holder will also manage the quality and consistency of service delivery.

Responsibilities:

Primary

- Present and sell the company's products and services to current and potential customers.
- Prepare action plans and schedules to identify specific targets and to project the number and value of sales to be made.
- Follow up on new leads and referrals resulting from field activity.
- Identify sales prospects and contact these and other accounts as assigned.
- Prepare presentations and sales proposals.
- Contribute to the development and maintenance of sales materials and current product knowledge.
- Establish and maintain current client and potential client relationships.
- Manage accounts through quality checks and other follow up actions to deliver consistent high quality service.
- Identify and resolve client concerns.
- Prepare internal management status reports including activity, closings, follow up and adherence to goals.
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Other duties as assigned.

Secondary

- Participate in marketing events such as seminars, trade shows and telemarketing events.
- To assist the credit control department in collecting monies from overdue accounts.
- To work with and assist other departments when required.

Knowledge & Skill Requirements

- Basic reading, writing and arithmetic skills required.
- Ability to persuade and influence others.
- Ability to develop and deliver presentations.
- Ability to create, compose and edit written materials.
- Strong interpersonal and communications skills.
- Knowledge of the Security Industry and allied trades.
- Working knowledge of Intruder Detection and/or CCTV equipment.
- The post holder is required to maintain a professional appearance and provide a positive company image to the public.



- The post requires significant local travel to current and potential clients. This requires the possession of a valid drivers licence.
- The post requires a flexible attitude to work