Job Description: Business Development Manager

JOB TITLE	Business Development Manager
LOCATION	Southampton
HOURS	37.5 hours, Monday - Friday
REPORTS TO	Commercial Director

KEY ACCOUNTABILITIES

To optimize and convert sales opportunities for the branch by planning, reporting, forecasting and pipeline management and sales process optimization. Discovery and follow up of any key opportunities from the network and UK business, creating new sales opportunities and relationship building with potential clients as required.

KEY CONTACTS

Team members
Client
Customers
Network
Third parties
Internal management

SKILLS

Performance Management
Project Management
Coaching, Supervision
Quality Management
Results Driven
Developing Budgets
Developing Standards
Foster Teamwork
Handle Pressure
Giving Feedback

QUALIFICATIONS AND EXPERIENCE

Higher professional education
Experience within a Freight Forwarding organisaion

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YOUR TASKS AND RESPONSIBILITIES:

To win new business and develop opportunities for their Office.
To work closely with the relevant directors and Seko sales network to drive strategy through initiatives, and implement appropriate measures to ensure sales objectives are being achieved
To seek and maintain knowledge of key processes, identify opportunities and expand the network of potential clients/ customers
Collaborate with internal support departments to develop effective sales strategies that promote sales to new and existing customers.
Continuously research and remain knowledgeable of industry trends and competition.
To actively develop new business and opportunities for their office
Continuously reviewing and improving profitability and efficiencies on existing clients
To assist in commercial pricing if required and to assist with information for tenders as required.
To actively create and manage the sales pipeline and to input all relevant data into the Seko online systems for review and audit.
To assist in the development and productivity of the pre sales tele sales (PSTS) or inside sales teams
To complete all reporting schedules as per the company required format in good time and with accuracy and to always accurately represent the current progress on each account.
Ensure that the company CRM is updated and all activity is accurately recorded.
To attend company sales events and meetings as required.

I understand and agree with the above job description.

Date: _____

Name: _____

Signature: _____

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