

JOB DESCRIPTION

JOB TITLE: NEW BUSINESS DEVELOPMENT MANAGER
- NATIONAL

NAME OF JOB HOLDER:

REPORTING TO: SALES DIRECTOR

PRIMARY RESPONSIBILITIES: To identify, develop and close sales against a targeted and self-developed prospect list.
Performance to be measured against set objectives and targets

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Responsible for maintenance of prospects via a CRM system – in line with the Company's Sales and Marketing Departments.
2. Work closely with Line Manager to ensure an effective growth strategy is developed to deliver the sales growth required.
3. Develop a call cycle/call frequency plan for targeted areas in advance.
4. Win new national and regional multiple account business.
5. Maximise the generation of profitable sales and achieved required sales/profit.
6. Liaise with operational colleagues to ensure that account execution is in line with Company Policy.
7. Monitors own performance noting any deviation from agreed objectives or strategies.
8. Ensure all negotiated pricing structures are in line with MGUK Company Pricing policy.
9. All literature, visual aids and samples are maintained in a clean, presentable condition and are replaced when necessary.
10. Have full commercial knowledge of the Company's practices and objectives.
11. Ensure any form of accident is reported to the Company within 24 hours.
12. Holidays to be agreed with Line Manager at least 4 weeks in advance.
13. Sickness involving absence from work is reported to the Personnel Department and Line Manager during the first day of absence.
14. Any other duties as assigned by your Line Manager.

Signed for and on behalf of
Merton Group UK Limited.

Signed by employee – confirming that
employee is in agreement with details as
laid out in this job description and will
carry out duties and responsibilities at all
times.

Name: _____

Name: _____

Date: _____

Date: _____