



# GRANT WESTFIELD

## We are recruiting for our dynamic team



WE NEED A  
**Business  
Development  
Manager**

Strong  
Communicator

Team  
Worker

Problem  
Solver

### Job title: Business Development Manager

Line Manager: Head of Sales

Team: Sales

**Job Purpose:** To manage a defined sales region within the UK that will involve business development with existing client bases in a more defined approach that leverages the GW dynamic customer segmentation model to ensure focus is on those customer outlets that are delivering or can deliver higher levels of sales.

To define long-term company strategic goals, build and maintain key customer relationships, identify business opportunities, negotiate and close business deals and maintain extensive knowledge of our current market conditions.

**Key Responsibilities:** Main responsibilities include, but are not limited to:

#### 1. New Business Development

- Develop new customers by growing, maintaining, and leveraging your network.
- Identify Key Contacts, and the decision makers within the customer organisation.
- Research and build relationships with existing clients.
- Participate in pricing solutions/service.
- Handle objections by clarifying, emphasising agreements and working through differences to a positive conclusion.

#### 2. Client Retention

- Present new products and services and enhance existing relationships.
- Work with technical staff and other internal colleagues to meet customer needs.
- Arrange and participate in internal and external client debriefs.

#### 3. Business Development Planning

- Identify opportunities for campaigns, services, and distribution channels that will lead to an increase in sales.
- Use knowledge of the market and competitors, identify and develop the company's unique selling propositions and differentiators.

## 4. Management and Research

- Submit weekly progress reports and ensure data is accurate.
- Forecast and meet sales targets.
- Track and record activity on accounts and help to close deals to meet your targets.

### Person Specification

#### Experience: Essential:

- Experience of working in field Sales role

#### Desirable:

- Working within the manufacturing sector
- Product knowledge

#### Qualifications: Essential:

- Full UK driving license

### Competencies

#### Customer service:

- Actively looks for ways to identify market demands and meet the customers' needs.
- Continuously monitors delivery to make sure the customer receives an excellent service.
- Treats all clients with respect and cultural awareness.
- Accepts responsibility for mistakes, apologizes and makes suitable and timely amendments.
- Takes pride in delivering a high quality product or service.

#### Communication:

- Present and discuss views effectively, through formal, informal, written and spoken communication, adjusting style to suit the audience.
- Actively listens to co-workers and customers to gain a better understanding of their concerns and needs.
- Spells and uses punctuation correctly; uses proper grammar; uses an appropriate business writing style.
- Keeps other members of the team accurately informed and up to date.

#### Flexibility:

- Demonstrates willingness to change ideas or perceptions based on new information or contrary evidence.
- Open to new ideas and listens to other people's points of view.
- Responds effectively to changing circumstances.
- Adjusts tasks and priorities when necessary.

#### Continuous improvement:

- Constantly seeks ways to improve processes, products or services.
- Seeks out/engages in continuous learning opportunities that develop self and expands organisational intellectual capital.
- Uses feedback from co-workers and clients in order to continuously improve service

### Teamwork:

- Offers assistance when seeing others being overwhelmed with work or unable to solve a problem.
- Is friendly, approachable and cooperative.
- Shares knowledge, ideas and concerns with other members of a team and across a wider organisational network.
- Admits to mistakes instead of blaming others.
- Respects cultural differences and differences in opinions.

### Leadership

- Focuses on long term solutions.
- Deals objectively with conflict.
- Supports team members in difficult situations.
- Treats all team members equally.
- Clearly communicates the direction, required performance, and challenges of the team to its members.
- Provides feedback regarding both strengths and development needs on a regular basis; appropriately balances positive and negative messages.

### Organisational skills:

- Ensures a clear understanding of the desired end result; if unsure, asks for clarification.
- Is able to work independently and prioritise the workload.
- Anticipates and prepares for upcoming events ensuring adequate resources are available.
- Keeps track of progress of a task or a project.
- Creates action plans in order to achieve performance expectations.

### Problem solving:

- Presents problem analysis and recommended solution to others rather than just identifying or describing the problem itself.
- Acknowledges when doesn't know something and takes steps to find out.
- Anticipates potential obstacles and develops plans to overcome them.
- Uses critical thinking to analyse the situation and establish course of action.

### How to apply:

If you are interested in this position, please send a CV and covering letter to Angela Armour, HR Manager: [AngelaArmour@grantwestfield.co.uk](mailto:AngelaArmour@grantwestfield.co.uk), indicating your salary and possible start date.

We look forward to hearing from you.