



Job Description – Business Development Manager

JOB TITLE: Business Development Manager **DATE:** November 2016
DEPARTMENT: Sales **PREPARED:** QHSE Manager
LOCATION: Houston **APPROVED:** Dave Clark
REPORTING TO: TBC

1. ROLE STATEMENT

As Business Development Manager you will be responsible for locating, developing, defining, negotiating and closing business relationships whilst adhering to Enerquip's QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBILITIES

- Raising awareness of the Enerquip brand
- Create and develop new business relationships
- Retain and grow retain existing business relationships
- Prepare and deliver proposals and tender documents
- Deliver client presentations whilst engaging the necessary technical support staff
- Social media content management
- Website content management
- CRM management
- Pipeline creation and management
- Development of marketing material
- Administration duties such as trip reports, sales plan and equipment identification forms
- Attending trade shows and professional networking events
- Ensure a professional manner at all times whilst representing the company
- Regional Market development
- Ensure that the Quality, Health and Safety and Environmental Management Systems are followed and any problems, perceived or real are reported.
- Carry out any other duties as directed by the Vice President



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3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Full knowledge of relevant legislation and guidelines.
- Driving Licence
- Previous experience and implementation of international sales strategies
- Ability and willingness to travel to international locations
- Valid passport
- Excellent communication & negotiation skills
- Ability to work in a safe and effective environment with minimum supervision
- General understanding of mechanical, hydraulic, electronic or software systems
- Proven experience within a customer service environment preferably with manufacturing background.

4. KEY MEASURES

- QHSE performance
- Competency
- Meeting Sales targets
- Increase number of trading accounts
- Level of customer satisfaction

Signed By: _____ Printed Name: _____ Date: _____