

## Business Development Manager - Freight

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|--------------------|-------------------------------|----------------|------|
| Job Title          | Business Development Manager  |                |      |
| Division           | SMSA Freight Division         |                |      |
| Department         | Freight Management Department |                |      |
| Section            | Freight                       |                |      |
| Location           | Head Office                   | Direct Reports |      |
| Reports To         | SMSA Freight Manager          | Version Number | 1    |
| External Relations |                               | Guide Number   | 7163 |
| Internal Relations | All departments               | Job Code       |      |

### Basic Function

It is a new position created in order to secure GSA - Cargo, of potential airlines. Further, it is the responsibility of the Business Development Manager to generate air cargo sale through cargo / logistic, courier companies and the commercial houses who export shipments such as personal / courier and commercial cargo. In addition it is a division within SFD, which is created to expand and support the plans laid down by the company to diversify its overall business and consolidate its position and image globally.

### KEY Responsibilities

#### Core

- Support in securing GSA - Cargo of potential full service airlines and low cost carriers.
- Coordinate with all provinces CR/WR/ER and support sale on the GSA - Cargo airlines.
- Support the company in its plans to diversify its business export of air cargo through the GSA airlines.
- Support the company in its plans to strengthen its GSA base and make its bargaining power with the non - GSA airlines stronger. It helps in negotiating better.
- To secure better rates in order to expand and support the plans laid down by the company to diversify its overlll business and consolidate its position globally.
- Prepare annual plan of Business Development.
- Monitor the KPI's and services level.
- Identifying business opportunities that are in line with the organization's strategic direction to optimize the sustainable growth of the organization.
- Visits of New Agents/Customers
- Achieve Revenue Target
- Prepare related sales report
- GSA rate sheets to be maintained and forwarded to all agents as per the procedure

#### Development

- Preparing business plan to achieve revenue target.
- Suggest and recommendation for upon management request.
- Enhance existing services.

- Create new ideas for developing new or current businesses.
- Develop analysis of performance and recommend areas for improvement.
- Conduct research and analysis on industries, markets, and target clients to identify potential needs, trends, and business development opportunities.

### General

- Coordinate with related department and client to solve any issues for shipments or process of deal.

### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Coordinate and participate in the paper and other recycling programs, communication & management

### Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

## Competencies - Professional and Technical

### Behavioral Competencies

|  |         |
|--|---------|
| Decision Making                          | Level 4 |
| Networking/Relationship building         | Level 3 |
| Organizational & Environmental Awareness | Level 4 |
| Planning & Organizing                    | Level 4 |
| Resource Management                      | Level 4 |
| Visioning & strategic Direction          | Level 3 |

### Technical Competencies

|   |              |
|---|--------------|
| Language Proficiency knowledge (Arabic)                       | Intermediate |
| Language Proficiency knowledge (English)                      | Advanced     |
| MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge | Intermediate |

### Competencies – EHS

|   |
|---|
| Knowledge of basic environment health and safety requirements |
| EHS corporate objectives awareness                            |
| Awareness of EHS requirements in the QEHS management systems  |
| Have attended EHS awareness training (if applicable)          |
| Awareness of Environment Health Safety incident reporting     |

### Organizational Competencies

Intermediate

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

Correct action according the authority limited.

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

•Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.  
or

•Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

•Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

\*Note: Industry Experience wherever its applicable

Date Of Release

| Prepared By: | Reviewed by: | Approved by: | Endorsed by: |
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| <b>Updated by:</b>    | <b>Date:</b> | <b>Approved by:</b> | <b>Date:</b> |
|                       |              |                     |              |
| <b>Employee Name:</b> |              |                     |              |
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I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

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|-------------------|--------------|
| <b>Signature:</b> | <b>Date:</b> |
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