

Business Development Manager

Job Title	Sales Executive Representative		
Division	sales		
Department	sales		
Section	sales		
Location		Direct Reports	
Reports To	Sales Manager	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Assist the company to grow and expand by reaching existing and new ecommerce customers and developing new business avenues by creating a valuable corporate image, and keep developing a new investment products and opportunities. To ensure that high quality of services is delivered to achieve customer satisfaction. Fully understand, drive and promote SMSA vision, culture and values

KEY Responsibilities

Core

- Suggestions and recommendations upon management request.
- Create new ideas for developing new or current businesses.
- Develop performance analysis and recommend areas for improvement.
- Promote and implement automated solution tools to the customer.
- Monitor market and competition situation, take appropriate actions to act on business risk within the framework of the current strategies.
- Stay current with the online marketing environment and adapt their strategy and to keep pace with the competition in the field.
- Identify weaknesses, opportunities, strength and threats in the markets.
- Established strong business relationship with clients.
- Coordination with other related departments & stakeholders.
- Assist in establishing customer agreements and ensure that pricing guidelines are always applied and profitability targets for customers are met.
- Gather pipelines from sales department across the organization, assist and support sales team for successful business deals.
- Manage and develop a portfolio of prospects through building strong relations and communication to ensure that customer needs are recognized and met.
- Prepare and submit required reports in a timely manner.
- Market products and services related to the field of specialization.
- Enhance existing product offer in line with business plan.

- Support sales in managing and developing major accounts.
- Prepares market analysis.
- Support and Assist Sales Manager and or Country Management in market research, product planning and implementation where required.
- Support and work with sales team to prepare key opportunities proposals.
- Ensure that policies and procedures are followed.
- Ensure efficient and effective flow of the sales processes within SMSA.
- Contributes to the department performance by achieving individual KPI objectives set for the year.
- Performs other assignment as required by the Sales Manager or CGM

General

- Prepares annual plan of business development.
- Develop & enhance existing product.
- Manage and achieve/exceed new business development target of the area of specialization.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 2
Communication	Level 3
Continuous Learning	Level 2
Initiative	Level 2
Planning & Organizing	Level 2
Visioning & strategic Direction	Level 5

Technical Competencies

Knowledge in Consultative Selling Approach	Advanced
Liaising and Negotiating knowledge	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

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:

Updated by:	Date:	Approved by:	Date:

Employee Name:

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.

Signature:	Date: