**Job Description | Business Development Manager: Windows & Specialist Cleaning**

Reporting to the Divisional Sales Director, Soft Services, you will be responsible for the development and implementation of a programme of activity to build senior level relationships with current and potential customers, alongside leading and converting sales opportunities that arise.

**Roles and Responsibilities:**

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| **Tenders, Costing and New Business Opportunities** |
| **New Business Opportunities** | * Own and achieve / exceed your personal annual sales targets within the soft services division
* To source, lead and manage UK new business development opportunities within the window & specialist cleaning sector.
* Ensure development of sustainable pipeline, quality of work and key accountable measures are achieved across all areas of an opportunity
* Build and maintain strong, long-lasting customer relationships
* Partner with customers to understand their business needs and objectives, captured in Deal Plans to effectively convert into profitable sales for the division
* Effectively communicate the value proposition through meetings, proposals and presentations
* Management of commercial and contractual negotiations with the customer, in conjunction with internal commercial and legal departments
* Effective hand over of new business won to operational mobilisation teams
* Build and maintain accurate and key information as part of the deal capture process and record within the Deal Plan.
* Ensure that all information recorded within Salesforce.com is always fully up to date and compliant.
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| **Tender, commercial and contractual management**(New business & retender activity) | * Design win strategies with the solutions and bid teams for bids and sales projects.
* Manage / ensure all commercial and contractual processes are followed in line with Group requirements
* Oversee, prepare and assist in the writing of PQQ / RFI / tender responses in conjunction with client solutions bid management function
* Facilitate sign off for tender and commercial documents through the preparation of divisional and board sign off packs.
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| **Team Support** |
| Bid, Commercial & Legal | * Collaborate with legal, bid and pricing functions to promote productivity.
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| Internal SME/functions | * Collaborate with leads, stakeholders and operational teams of relevant divisions and functions required in the business development process.
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| Marketing  | * Working alongside marketing to identify target customers and go to market propositions
* Assist in the development of marketing campaigns for your designated sector.
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| **Skills & Experience** |
| * Experience of sales within window cleaning and / or specialist cleaning a distinct advantage
* Proven experience of delivery strong consistent win ratios against target
* Highly numerate with the ability to understand commercial negotiations
* A commercial thinker with the ability to understand and guide commercial negotiations
* Good interpersonal skills, influence and impact, working with others
* A strong quality orientation and commitment to continuous improvement
* An influential and persuasive communicator, with a high standard of written and verbal communication skills
* A clear and strategic thinker, able to offer new and innovative solutions.
* Excellent people management and interpersonal skills.
* Ability to identify, establish and maintain sustainable pipeline to achieve targets
* Able to relate with people on many different levels and build effective relationships with them
* Able to make effective presentations using varied media
* Ability to challenge senior stakeholders where required, to gain buy-in and acceptance of developed solution and sustainable pricing that meets client requirements
* Ability to work well under pressure and in a deadline-driven environment
* Excellent organisational and project management skills
* Excellent communication and stakeholder management skills
* Proficient MS Office skills
* Ability to think strategically and balance multiple inputs
* Ability to solve problems and complex issues and secure the buy-in of others
* Highly developed written and presentational skills with strong attention to detail
* Strong management and resilience with ability to adapt styles to the audience and outcomes.
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