

Business Development Executive - Job Description

Grade: Staff 2

Reports to: The CTO

Location: Abingdon, Oxfordshire

Job Purpose

To support the CTO, and his team where appropriate, in providing evaluation of incoming business enquiries as to their suitability on both business potential and technical feasibility levels and directing the enquiry appropriately.

Key Interfaces: CTO, President – P2i Inc, Sales Managers and Sales Administration, R&D, Applications and all other staff as necessary

No. of Direct Reports: Nil

No. of Indirect Reports: Nil

KPIs

- Customer satisfaction
- All documentation accurate and on time
- Good communication with CTO
- Enquiries dealt with both swiftly and professionally
- Feedback from Sales team on degree of detail provided

Key Tasks

- Screen all incoming enquiries to assess whether they should be passed to Sales or pursued as a Business Development activity
- Assess the business opportunity through a prospect evaluation process and determine whether it is something we want to pursue and the urgency required
- Manage Salesforce or other CRM data entry
- Ensure CTO kept updated with all aspects of Business Development and future prospects
- Attending tradeshows with senior colleagues where appropriate

Key Skills

- Understanding of customer requirements and ensure delivery to these requirements on both a technical and commercial level
- Understanding basic financial information and the sales cycle
- Attention to detail
- Strong interpersonal skills
- Ability to work alone and a self starter
- Report writing skills
- Presentation skills
- Communication, influencing and negotiating and assertiveness skills
- Problem solving, decision making, sound judgement
- PC literate with PowerPoint, Word, Excel and Access skills

Key Attributes

- Professional and positive approach
- Friendly and helpful disposition
- Self motivated
- Strong in building relationships and able to communicate at all levels
- Team player, and able to work to own initiative
- Dynamic and creative
- Confidentiality

Essential Qualifications

Science based degree

Travel: Occasional travel worldwide

Other Duties: Specialist projects as agreed with CTO to support the business requirements of the organisation.

In addition, you will be prepared to carry out any other reasonable duties requested by the other Directors.