

## Position Description

<b>POSITION</b>	Business Development Executive
<b>REMUNERATION</b>	Up to \$100,000 plus Super & TOT
<b>LOCATION</b>	Mount Isa or Townsville
<b>HOURS</b>	Full time – 38 Hours
<b>SUPERVISOR</b>	Regional Branch Manager

### Purpose

The Business Development Executive is responsible for contributing to the sales operations of Alliance Safety Equipment for the North and North West Queensland region. The region extends north to Cairns, west to Mount Isa and south to Mackay.

### Key Outcomes

- Promote and sell the full range of Alliance Safety Equipment products and services
- Maintain and grow the Alliance Safety Equipment customer base
- Develop and maintain relationships with distributors and customers
- Ensure positive customer outcomes and satisfaction
- Contribute to an effective team

### Key Relationships

<b>WITHIN THE COMPANY</b>	<b>EXTERNAL TO THE COMPANY</b>
General Manager	Suppliers & Manufacturers
Regional Branch Manager	Customers
National Account Manager	Company Partners
All Staff	

## Key Accountabilities

<b>Deliver optimal sales services</b>	<ul style="list-style-type: none"> <li>• Hit the key Success Factors (KPI's) throughout the year, whilst driving quarterly revenue budgets.</li> <li>• Work with customers to propose solutions to ensure their safety needs are met</li> <li>• Identify and follow up on sales leads (through branch or phone)</li> <li>• Ensure effective communication is maintained with customers, suppliers and manufacturers</li> <li>• Where required, resolve customer complaints regarding sales</li> <li>• Monitor recurring sales</li> <li>• Actively engage with customers to build and maintain positive relationships within the assigned geographic territory</li> <li>• Support the administration team in the delivery of quoting, sales and services</li> </ul>
<b>Contribute to sales strategies</b>	<ul style="list-style-type: none"> <li>• Sell products by implementing and following sales plans and call plans</li> <li>• Contribute to marketing strategies, analyse trends and results</li> <li>• Establish sales objectives by forecasting and developing annual sales quotas for regions</li> <li>• Project expected sales volumes and profit for existing and new products</li> <li>• Maintain sales volumes, product mix and selling price by keeping current with supply and demand, changing trends, economic indicators and competitors</li> <li>• Establish and adjust selling prices by monitoring costs, competition, and supply and demand</li> <li>• Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks</li> <li>• Meet sales targets and goals</li> <li>• Assertively seek out new customers within the assigned geographic territory</li> </ul>
<b>Strengthen linkages</b>	<ul style="list-style-type: none"> <li>• Establish and maintain positive relationships with suppliers and manufacturers to address customer outcomes</li> <li>• Establish, maintain and expand the customer accounts</li> <li>• Promote Alliance Safety Equipment as a responsible and ethical service provider to new customers</li> </ul>
<b>Maintain effective administrative systems</b>	<ul style="list-style-type: none"> <li>• Complete data entry into company systems to maintain accurate records</li> <li>• Manage and prioritise tasks to meet competing demands</li> <li>• Identify process and practice improvement opportunities</li> <li>• Undertake any reporting requirements, as requested, in a timely and professional manner</li> </ul>
<b>Contribute to an effective team</b>	<ul style="list-style-type: none"> <li>• Make a positive contribution to a sustainable, productive and supportive team environment, working co-operatively with the Business Manager, Accounts Manager, Sales Team, Service Team and other staff</li> <li>• Participate, contribute and organise company initiatives and events</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute actively to the continuous improvement of the company's services, systems and resources</li> <li>• Participate in identification of training and development needs</li> <li>• Participate in annual performance appraisal process</li> <li>• Adhere to health and safety obligations</li> <li>• Work cohesively with other team members, referring work to colleagues as appropriate</li> <li>• Maintain professional standards of the highest level at all times and contribute to enhancing the quality of service and products provided by the wider Alliance Safety Equipment team</li> </ul> <p>Conduct duties with a high level of professionalism and ethical behaviour</p>
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## Delegated Responsibilities & Authorities

Financial and other delegations assigned by the General Manager will be exercised appropriately and within defined parameters.

## Skills, Knowledge, Experience, Qualifications and/or Training

- General administration skills
- Preference for previous experience as a Sales Representative and/or Technical or Service experience that is relevant to the industry, however, this is not essential for the right candidate
- Excellent communication and interpersonal skills
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the company
- Well-developed knowledge or the ability to acquire knowledge of the safety sales and service industry
- Demonstrated capacity to work effectively within a team based structure
- Ability to self-manage and work with minimal supervision
- Ability to adapt readily and rapidly to change

## Mandatory requirements

- Commitment to the values, objectives and long-term goals of Alliance Safety Equipment
- Must have a Right to Work in Australia
- Must hold a current Drivers licence
- Must have the ability to regularly travel within the assigned geographic location