



**Job Title:** Business Development Manager  
**Department/Location:** Export  
**Status:** Permanent / Full Time  
**Reports to:** Export Sales Director

**Job Purpose:**

- Support cross functional projects that enhance and develop our sales and service proposition
- Support the commercial activity of the Export Sales department

**Main Tasks:**

1. Facilitate the development of strategic projects
2. Support sales development across all channels (web, EDI, inside sales, RFQ etc.)
3. Provide support for regular and ad hoc reporting needs
4. Undertake data analytics to determine new additional sales opportunities
5. Help to maintain Export revenue and margin performance with pricing support
6. Assist in the development and execution of marketing actions
7. Support the needs of complex sales regions and strategic accounts
8. Provide flexible support to ensure business continuity during the absence of other members of the Export team

**Mandatory Duties:**

1. Work with due regard to the health and safety of both yourself and others.
2. Commitment to Equal Opportunities.

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of Sparex Ltd. If there is a need to amend this description please consult the line manager, or appropriate Director.

I agree that this is an accurate description of my job at Sparex Ltd. I understand that I am employed to carry out the specific duties listed in this job description.

**Signatures:**

Employee Name:

Employee Signature: ..... Date: .....

## Person Specification:

	Essential	How Identified*	Desirable	How Identified*
<b><u>Experience</u></b>	Experience of Excel, Word and Outlook	A		
<b><u>Skills &amp; Abilities</u></b>	Excellent verbal and written communication skills.	A/I	Demonstrable IT competency	A/I
	Technical knowledge	A/I		
	Planning, organisation and time management skills.	I		
	Ability to work to deadlines and to work as part of a team.	I		
	Administrative and record keeping skills.	I		
	High standard of literacy and numeracy	I		
<b><u>Qualifications</u></b>	Minimum of GCSE's in Maths and English	A		
	Languages would be an advantage	A/I		
<b><u>Personal Qualities</u></b>	Flexible approach to working arrangements.	I	Willingness to undertake further training if necessary.	I
	Commercial skills	I		
	Pro-active attitude	I		

\*Key: A = Application Form  
I = Interview