



Form Content and Issue Status	
Ref:	
Issue:	
No. of Pages:	

JOB DESCRIPTION

FULL TIME EMPLOYEE	LOCATION: National – various areas
POSITION TITLE: Business Development Executive	DATE: May 2011
REPORTS TO (TITLE): Regional Sales Manager/Business Development Manager	APPROVED BY: Managing Director

SUMMARY OF ROLE

The Business Development Executive (BDE) will be responsible for generating new business via organic growth (selling additional services to existing customers) and new business in their allocated geographic territory.

DUTIES AND RESPONSIBILITIES

Organic growth and New business Sales:

80% of time will be generating “new” New business and 20% of time will be generating new business from existing customers.

- You will be responsible for developing new opportunities within your designated territory for selling maintenance service sales.
- You should be able to demonstrate the ability to canvass within your designated geographic area, using telemarketing to generate both new enquiries and to arrange meetings with existing FCF customers to introduce yourself and look for opportunities for other services.
- To have the ability and skills to sell FCF services and work effectively to maximise every opportunity in your designated territory.

Targets

Sales Type	Target (per annum)
Level 1	£750K
Level 2	£680K
Level 3	£600K
Level 4	£520K
Level 5	£450K
Level 6	£350K
Level 7	£270K
Level 8	£240K
Level 9	£180K
Level 10	£150K

Graduated Target:

Month:	Percentage of Target:
Month 1	10% of Target
Month 2	25% of Target
Month 3	50% of Target
Month 4	75% of Target
Month 5	90% of Target
Month 6	Full Target

REPORTING

- Daily reporting into line manager around activity and results.
- Weekly reporting containing updates on Customers contacted, Information sent out, pipelines, Appointments made and conversions.
- Integrity of information completed on CASH

REWARDS AND RENUMERATIONS

Basic salary and OTE as per agreed package level.

Level	Basic Salary (per annum)	OTE (per annum)	Target (per annum)
Level 1	£42K	£65K	£750K
Level 2	£40K	£63K	£680K
Level 3	£37K	£58K	£600K
Level 4	£35K	£55K	£520K
Level 5	£32K	£48K	£450K
Level 6	£30K	£44K	£350K
Level 7	£27K	£40K	£270K
Level 8	£25K	£38K	£240K
Level 9	£22K	£34K	£180K
Level 10	£20K	£30K	£150K

Must have achieved up to Full Target after 6 months, for 6 month probationary period to be signed off.

A car or car allowance option will be supplied as per the company car fleet policy.

The monthly car allowance will be £450 per month.

Mobile phone for business use only

Laptop

The above job description may change subject to the business needs and a new version will be given to the individual