



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

JOB DESCRIPTION

FULL TIME EMPLOYEE;	LOCATIONS: Throughout the UK
POSITION TITLE: Business Development Executives	DATE: April 2010
REPORTS TO (TITLE): Regional Sales Manager	APPROVED BY:

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	Package Level	Target (per month)
BDE	Level 1	£5K pm
BDE	Level 2	£10K pm
BDE	Level 3	£15K pm
BDE	Level 4	£20K pm
BDE	Level 5	£30K pm

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

- KPI's
- To start the week with 10 pre booked appointments which have been made from cold calling during the previous week.
 - To have a minimum of 100 sourced leads for each telephone appointment session
 - To make at least 10 more appointments for the forthcoming week during Monday's telephone appointment making session (totalling 20 for the week)
 - To present FCF's to at least 20 customers per week, 5 per selling day, productivity target of 5.0
 - To knock at least 40 doors per week, 10 per selling day, activity target of 10.

- 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.

Sales Type	Package Level	Basic (per annum)	Car Allowance (per month)	OTE (per annum)
BDE	Level 1	£15,000	£300.00	£20-£30,000
BDE	Level 2	£20,000	£350.00	£25-£40,000
BDE	Level 3	£25,000	£400.00	£30-£40,000
BDE	Level 4	£30,000	£450.00	£40-£50,000
BDE	Level 5	£35,000	£500.00	£50-£60,000

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 band 1 of the company car fleet policy.
 Mobile phone for business use only
 Laptop

Salary: Outlined Above
Contact: Send you CV in the first instance to jobs@fcfplc.co.uk quoting ref BDE/ALL