



POSITION DESCRIPTION: Business Development

REPORTING STRUCTURE

This position reports to the business manager.

The position holder will work closely with management to establish and maintain consistent sales results.

CLASSIFICATION & CONDITIONS

An attractive salary will be negotiated with the successful applicant consisting of base salary plus superannuation and a commission structure. A car allowance or reimbursement of car expenses will be provided and all business related expenses will be covered.

The position is initially being offered on a three month trial basis and will be reviewed at the conclusion of the initial term.

PRIMARY JOB RESPONSIBILITIES

The position holder is responsible for securing new business and managing relationships with existing clients.

The primary responsibilities for this position are to:

- Identify and contact new potential customer's in-order to generate new business.
- Maintain relationships with existing clients and secure new business from these organisations.
- Write proposals using the supplied template format and quoting process.
- Maintain all contact information using the supplied Customer Relationship Management package.

The position holder will have monthly budgetary targets to meet.

SPECIFIC DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

Note: Specific duties are reviewed on a regular basis to meet the needs of this dynamic, changing organisation.

- Account management to clients needs
- Canvassing new business opportunities
- Maintain relationships with key accounts
- Follow up referrals
- Generate new business
- Client liaison and follow up service
- Job costing
- Preparing sales reports
- Managing internal company processes to ensure the expectations set with the client is achieved.

POSITION HOLDER ATTRIBUTES / KEY SELECTION CRITERIA

- A competitive spirit.
- Consultative approach to selling.
- Well developed capacity to 'close the sale'.
- A thorough understanding of and ability to operate effectively within the sales cycle.
- Superior organizational skills and the ability to manage multiple projects with minimal supervision required.
- Strong working knowledge of various software applications such as MS Office, Visio and Internet Explorer.
- A willingness to work as an active member of a small, dedicated and professional team.
- Must be able to thrive under high pressure and consistently deliver top-quality results.
- Impeccable written and verbal communication skills with individuals and groups; ability to work tactfully through challenging client issues.
- An eye for details, and the dedication to pay attention to them.
- Demonstrated interpersonal and communication skills, including the ability to liaise and negotiate with stakeholders in a professional and ethical manner.
- A genuine interest in web based media and internet technologies.
- A current Victorian drivers license.

ADDITIONAL RELEVANT INFORMATION

- After hours work will occasionally be required, to attend events such as employer networking evenings, conference and/or trade exhibitions.
- Travel between Bendigo and Melbourne offices will be involved.

Questions relating to this position should be directed to **Paul MaC** on **03 5449 2200**.

Submit your application to:

Mail: **Employment Application
The Web Company
147 Queen Street
Bendigo Victoria 3550**

Email: jobs@thewebcompany.com.au