

Membership Team

JOB DESCRIPTION

Job title: Business Development Manager

Location: Based at Safety Management Advisory Services Ltd
Office 44b Estover Close
Forrester's Business Park
Plymouth
PL6 7PL

Working within: Membership Team

Reporting to: Head of Sales & Membership

Salary & Benefits: £20,000 to 22,000 + Commission

Hours: Normal hours will be 37.5 per week, Monday to Friday 08:30 to 16:30.

About SMAS

- Safety Management Advisory Services is a specialist Health & Safety assessment company working with many of the leading UK House Builders.
- As a full member of the Safety Schemes in Procurement (SSIP) Forum we offer two nationally recognised Stage 1 H&S schemes – the SMAS Worksafe Scheme. See www.smasltd.com
- SMAS continues to expand and currently have a team of 28+ staff based in offices in Estover, Plymouth

Contacting potential or existing SMAS Worksafe customers to inform them about a product or service we provide. Answering questions about products or the company. Asking questions to understand customer requirements and closing sales.

- Maintain an up to date knowledge of all products and services
- Deal with telephone callers promptly, accurately and efficiently – target driven calls per day
- Promote products and services to effectively close sales
- Issue relevant literature, illustrations
- Pro-actively follow up enquiries
- Contact customers periodically regarding services and products
- Working towards Daily & Monthly KPI's
- completing admin activates for members as and when needed
- Working as part of a team to achieve team targets
- Ability to work as part of a team and on your own with minimal supervision.

Membership Team

PERSON SPECIFICATION

Job title: Business Development Manager

Requirement	Essential
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience of working within an administration environment. • Demonstrable experience of providing clear, consistent relevant administrative advice and support. • Experience of operating and maintaining a range of manual and computerised information systems including using spread sheets, databases and word processing packages; (including Outlook, Word and Excel) • Experience of working on your own initiative and the ability to work as part of a team. • Up to date knowledge and experience of word processing and spread sheet packages.
Skills/Abilities	<ul style="list-style-type: none"> • Flexible outlook • Confident team member within a small business environment • IT literate including databases • Time management • Ability to interpret information • Planning & prioritising • Good attention to detail
Qualifications	<ul style="list-style-type: none"> • A-C grade in English and Mathematics or equivalent experience in a similar role or environment.
Physical Requirements	<ul style="list-style-type: none"> • Dynamic and innovative • Hard worker, motivated, pro-active and enthusiastic • Self-confident and resourceful • Excellent social and interpersonal skills • Positive outlook • Good sense of humour • Copes well under pressure • Calm and methodical approach • Keen to learn, receive training and share knowledge

Essential qualities

Membership Team

- High standard of numeracy and literacy
- Strong attention to detail
- Excellent communication and organisation skills
- Courteous, friendly and professional
- Ability to multi-task
- Able to problem solve
- Positive, pro-active and enthusiastic attitude
- IT literate
- Self-confident and resourceful
- Good sense of humour
- Calm and methodical approach
- Keen to learn, receive training and share knowledge

General

Full training will be provided in house and any technical support will be available from Management team. Candidates will be required to prioritise work to meet deadlines with minimal hands on direction or supervision.