



## Job Description

<b>Job Title:</b>	Sales Development Manager	<b>Department:</b>	Sales Department
<b>Grade:</b>	Manager	<b>Reports To:</b>	General Manager

### Purpose:

To positively develop and grow Sales at FSL Aerospace through new business and the growth of our existing Clients at strategic level

### Key Areas of Responsibility (K.A.R.'s)

- Incoming Sales Target
- Outgoing Sales Target
- Sales Development Target
- Promotional Calls achieved to target
- Visits achieved to target
- Client Profit achieved to target

### Functional Responsibilities:

- To identify potential new business and build a portfolio of Clients with £100k+ potential
- To make promotional calls and visits to clients to probe for new business opportunities with existing identified Clients and new potential business
- Work with Sales on large tenders received for new and existing clients
- Attend QBR's with Sales Executives where a strategic level is required
- Manage new business accounts until reached identified value and work with the General Manager to move the account across to the Sales Team
- Attend monthly Sales meetings to share project news and identify if you are required for new leads that Sales Executives have found
- Meet monthly with General Manager to discuss workload, areas of focus & leads
- Focus on top level aerospace Clients new and existing
- Investigate other potential industries that would expand FSL's Client portfolio
- To negotiate with clients on prices and terms of potential sales
- To co-ordinate support from other FSL Aerospace Ltd staff to help provide technical guidance and advice for clients and find solutions to more complex client requirements.
- To maintain/increase the overall targeted profit margin
- To achieve agreed sales targets
- To support the preparation for and to attend trade shows and exhibitions
- To undertake other duties as may be reasonably required

### Personal Skills and Experience:

- The ability to communicate effectively with colleagues, participants and external stakeholders
- Ability to work effectively as a team and as an individual
- Proficient in Microsoft Office, particularly outlook, word, excel
- Excellent attention to detail
- Excellent organizational and planning skills
- Ability to self manage, prioritize work under pressure to tight deadlines



# Job Specification

A = Application/CV

I = Interview

P = Post employment Appraisal.

<b>Experience</b>			
<b>ESSENTIAL</b>	<b>How Tested</b>	<b>DESIRABLE</b>	<b>How Tested</b>
Experience of account management.	A	Experience gained within an industrial, manufacturing or engineering setting (ideally within the Aerospace sector) a distinct advantage.	I
Experience of working in a commercial environment.	A	Technical product knowledge is an advantage.	I
Experience of sales and sales negotiations.	A		
<b>Qualifications/Training</b>			
<b>ESSENTIAL</b>	<b>How Tested</b>	<b>DESIRABLE</b>	<b>How Tested</b>
Educated to GCSE level or equivalent in Maths and English	A		
<b>Skills</b>			
<b>ESSENTIAL</b>	<b>How Tested</b>	<b>DESIRABLE</b>	<b>How Tested</b>
Good communication skills	I	Experience in promotional calling	P
Ability to quickly grasp how to operate different computer systems and data bases.	P	Experience in client visiting & business review meetings	P
Computer Literacy	A	Experience in analysing statistics and creating improvements and action plans	A
Good attention to detail	P		
Good interpersonal and relationship skills	P		
Experience in problem solving	P		
Confident in planning and organizing	P		
Experience working as a team	P		
Using initiative	P		
Sales & Negotiations skills	A		
Great presentation skills	P		
Good interpersonal and relationship skills	P		

<b>Date Of Description:</b>	27/01/22	<b>Written By:</b>	Richard Woodward
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