

# **Haverhill Health Care Agency Ltd**

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## **Job Title: Business Development Manager**

NQF Level: 6

SOC: 3545

Term: Permanent / Full Time

Salary: £35,100 per annum

Recruitment Process: Online application via recruitment website / Telephone Interview / Physical Interview

## **Job Description:**

Business development managers plan, organise and undertake market research to meet the requirements of an organisation's marketing and sales policies.

## **Tasks:**

We require a business development manager to identify means of growing our business and to provide the following Services:

Stage 1:

- Role-based internal training and introduction to company activities

Stage 2:

- Training to discuss customer requirements and advise them on the capabilities and limitations of services provided.
- Attend meetings with the senior manager where we quote prices, note client details, arrange documentation, agree on project delivery schedules and assist the line manager with the delivery of services.
- Assist in follow-up service and communicate with customers to ensure customer satisfaction and to obtain further work and feedback.
- Stays abreast of advances in the field of business consultancy to identify means of improving our service.
- Learn to maintain records and accounts of clients and handle customer complaints.

Stage 3:

- At the end of the successful term of the initial 6-month work period, the post of Business Development officer will progress and include additional responsibilities for the remaining term of employment.
- Liaise with other senior staff to determine the range of goods or services to be provided, contribute to the development of sales strategies and setting of sales targets;
- Discuss employer's or client's requirements, carry out surveys and analyse customers' reactions to services provided.
- Comply and analyse sales figures, prepare proposals for marketing campaigns and promotional activities and undertake market research;
- Handle customer accounts;
- Produce reports and recommendations concerning marketing and sales strategies for senior management;
- Keep up to date with products, services and competitors.