

DEPARTMENT:	Business Development (Sales)
LOCATION:	Trinidad
JOB TYPE:	External meetings and office based
JOB TITLE:	Business Development Executive
DIRECTLY REPORTS TO:	Regional Sales Manager
DEPARTMENT LEAD:	Vice President Customer Experience
OVERSEEING ELT MEMBER:	Vice President Customer Experience

JOB PURPOSE:

The Business Development Executive is responsible for generating leads, advancing the sales process, closing new business and achieving/assisting in the achievement of opportunity-based sales quotas. The Business Development Executive will conduct research to identify leads and reach business targets. This individual will also actively participate in the planning and execution of company marketing activities providing vital input based on his/her interactions with prospects.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting Key Performance Indicator targets, compiling and submitting Key Performance Indicator reports.	Approx. % of time annually
1. Sales key performance indicator reporting and monitoring metrics: <ul style="list-style-type: none"> a. 100% recorded attendance to all meetings with clients on LASER (the Company’s internal system). b. 100% documented follow-up on each meeting via email thread within twenty- four (24) hours of each meeting. c. Minimum 90% closed rate per month on all quote requests earned and requested. d. 100% win rate on all closed opportunities. <ul style="list-style-type: none"> • Close a minimum of two (2) new Brokerage customers each month. • Close a minimum of three (3) new Freight customers each month. 	20%
2. Meetings should be set for the entire month ahead using the following three-step criteria: <ul style="list-style-type: none"> a. All existing customers – minimum one (1) meeting per month each. b. Top ten (10) prospects – minimum one (1) meeting & two (2) calls per month. c. Remaining space should be filtered from the pipeline. d. Scheduled meetings are a minimum of ten (10) per week, with the ideal key performance indicator being fifteen (15) per week. e. Scheduled phone calls on a follow up Friday is a minimum of five (5). These calls are targeted accounts which have been assigned for nurturing; specific big-ticket clients, considered the Business Development Executive’s top-ten prospects which they identified or have been assigned to you but have not yet done business with the company or have been dormant for a period exceeding six (6) months. 	20%
3. Set up and deliver sales presentations, product/service demonstrations, and other sales actions in person and virtually for customers.	15%
4. Maintain a healthy sales pipeline demonstrating prospects, leads, negotiations and closing	15%

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weekly on LASER (the Company's internal system).	
5. Follow and log all action items and outcomes of meetings with clients on the Customer Relationship Management software inclusive of detailed project plans monthly for the key prospect customers.	10%
6. Represent the organization and support marketing efforts such as trade shows, exhibits, and other events.	10%
7. Utilize active hands-on market knowledge to assist Pricing/Procurement and Contracts and Proposals to prepare winning bids (knowledge of target rates, market conditions and customer needs).	5%
8. Generate ideas about future energy, commercial and retail activities to ensure a cutting-edge strategy; maintain up to date knowledge of the marketplace, competitors, and trends.	5%

QUALIFICATIONS AND EXPERIENCE:

- BSc/BA on Management Studies/Sales or related field.
- Associates Degree/Diploma in Sales will be an asset.
- Minimum two (2) years' sales experience.
- Experience in the shipping industry will be an asset.

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

1. Process Oriented – 30%
2. Charisma and convincing personality – 30%
3. Aggressive sales person – 20%
4. Good Listener – 10%
5. Ability to sell – 10%



WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- Regular face to face meetings with customers weekly
- Must attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is necessary.