



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

BUSINESS DEVELOPMENT MANAGER

Job Title:	Business Development Manager	Division:	Communication Sales & Marketing
Reports To:	General Manager Communication Sales & Marketing	Based At:	Head Office

Job Purpose:

Responsible for growing the company, driving economic development, new viable and sustainable revenue streams, expansion of business scope and development of structures and processes that aides the company in achieving its long term Strategic Objectives.

Key Accountabilities and Responsibilities

- Develop, implement and monitor a business model so as to create new ventures and allow for expansion;
- Prepare the annual Business Development Plans and the strategic activities to achieve the plan.
- Provide direction and guidance to the Sales unit to ensure alignment with the company's strategies and system and procedures.
- Designing and implementing a strategic sales plan that expands the company's customer base and ensures its strong presence.
- Develop and maintain customer database; perform intelligence gathering on customers and competitors
- Analyze business needs, find and manage consistent channels of revenue and new business opportunities and implement strategies for new products and services;
- Guide processes to support the business model to delivery effective and efficient service;
- Increase the company's involvement with existing and new clients via customer visits.
- Conduct research, market analysis and deliver accurate business reports;
- Establish communications with businesses who can benefit from our services;
- Generate leads and guide account planning and performance management;
- Develop multi tier relationships to organically grow the clients account;
- Support Managers with proposal writing for business cases;
- Support management with the collection and follow-up of account receivables;
- Do feasibility studies and SWOT analysis;
- Attend Division meetings and submit monthly departmental reports to the General Manager Communication, Sales and Marketing;
- Conduct weekly sales meetings and receive reports from Account Executives;
- Collaborate with other departments to ensure product/ service performance and maintenance of standards;
- Adhere to and ensure adherence to policies and procedures;
- Develop a sales model and documents to support the model. Maintain manuals;
- Arrange and conduct training for Account Executives. Build a strong sales team;



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- Manage sales team performance;
- Any other related duties as may be assigned by the General Manager Communication, Sales & Marketing.

Qualification and/or Experience

Critical:

- First Degree in Business Management;
- Post Graduate qualifications in Sales;
- Five (5) years relevant experience in sales and marketing
- Demonstrated ability to train, motivate and lead a sales team;
- Proven track record in sales and business development;
- Sound knowledge of business development tools;
- Experience in waste management industry will be an asset;
- Any other equivalent combination of training and experience.

Important:

- Team player with excellent interpersonal and managerial skills
- Excellent decision-making skills
- Strategic orientation
- Ethical, with a high level of integrity
- Excellent oral and written communication skills
- Proficient in relevant accounting software and MS Office Suite.