

WE WANT YOU
**BUSINESS
DEVELOPMENT
EXECUTIVE**



JOB TITLE

Business Development Executive
(Business Communications Technology Business)

SALARY/PACKAGE

£18k - £22K basic, £28k to £32k OTE
(rising to £20-24k basic on completion of training programme)
Car Mileage Allowance / potential for company provided car after probation period
Company Laptop and Mobile Phone

LOCATION

Central Bristol office location, with field-based work visiting customers and prospects around Bristol and the South West.

HOURS OF WORK

Mon-Fri 9am to 5.30pm
(some evening/weekend work)

RESPONSIBLE TO

Head of Sales

ROLE SUMMARY

This exciting role provides an excellent opportunity for the right candidate to take the next step in their sales career, having already worked in a sales or business development role for at least 12 months.

As part of a small but rapidly growing team, this very important role will enable the right person to make swift career progress. As such, this role is only suitable for those who are extremely ambitious and prepared to give maximum effort and invest in their personal development.

The successful candidate will be given extensive training and benefit from mentoring by an extremely experienced and successful team. They will take various training courses to expand their knowledge and experience of the Business Communications Technology industry, along with more generic sales and account management training.

Progression will be swift as this rapidly growing business needs a candidate who is prepared to take on responsibility from an early stage to constantly develop their knowledge and experience.



KEY RESPONSIBILITIES AND MAIN TASKS AND ACTIVITIES

- Selling Blackstar's products and services in a B2B environment by:
- Working with the Head of Marketing and Sales Director to participate in the planning and execution of marketing campaigns to generate awareness of Blackstar and new business opportunities.
- New business lead generation through various other means such as business networking events, referral partnerships, cold calling, exhibitions and working with our existing client base to be referred into other opportunities within the same vertical market.
- Quickly responding to inbound sales enquiries that are allocated to you.
- Regular face to face contact with customer accounts that are allocated to you.
- Quickly and accurately responding to all enquiries from your allocated customer accounts.
- Develop and maintain an account plan for each account managed client.
- Cross selling the Blackstar product portfolio to your allocated client base.
- Entering data into the company's CRM software and maintaining the accuracy of the data over time.
- Attendance of all relevant training courses as arranged by the company.
Independent learning for personal and professional development.

PERSONAL QUALITIES

The role would suit someone who has;

- Ability to juggle several tasks simultaneously whilst remaining calm under pressure
- Ability to build relationships at all levels
- Strong communication and self-motivation skills
- Strong attention to detail
- Approachable and flexible
- Ability to prioritise and organise workload
- Ability to work autonomously
- Excellent organisational and administrative skills
- Above all, an ambitious, hard-working, friendly and outgoing disposition to fit in with our team and company culture.

QUALIFICATIONS

- Full Driving Licence
- 5 or more GCSE Grade C or above
- Further Education Qualifications (e.g. A-Level, NVQ, Diploma, Degree etc) – preferred but not essential

DESIRED SKILLS

- Excellent knowledge of Microsoft Windows, Word, Excel, PowerPoint and Outlook
- Excellent interpersonal skills
- Courteous and professional manner
- Ability to maintain strict confidentiality in all aspects of employment



ABOUT BLACKSTAR SOLUTIONS

Blackstar Solutions provide industry leading communications technology solutions in the B2B marketplace. We have extensive industry experience which allows us to offer our clients the best possible advice and support. Our aim is to become the highest profile and most trusted business communications supplier in the Bristol area, followed by the South West region.

www.blackstarsolutions.co.uk

