

# JOB DESCRIPTION

**Job Title:** Business Development/Account Manager

**Department:** Sales

**Location:** Warwick

**Reporting to:** General Sales Manager

## **Main Responsibilities**

- To expand the Prodrive AT Business through the identification and acquisition of new business both with new and existing clients
- To provide commercial liaison with client in all of the project stages, from development of proposals to the completion of final sign off against the agreed targets. To proactively build relationships using a robust knowledge of the Market.
- To contribute to the overall development of the Prodrive business strategy and objectives
- To assist with building the Prodrive range of Prodrive-branded products

## **Accountabilities**

- To extend and contribute to the development of new project business both with existing customers and by increasing the potential client base through personal contact and other media
- To undertake negotiations with prospective clients on potential products in the development of proposals covering financial, technical and timing objectives. This includes liaison at all levels including senior executive and board members. To contribute to achieving income and profit targets set by the Company for the Division.
- To contribute to the development of the overall Prodrive AT business' strategy and to explore and examine new business opportunities relevant to the business objectives.

- To initiate and manage the preparation of proposals with AT Project Management and contracts in response to client enquiries, ensuring relevant inputs are robust, valid and accurate. To ensure approval of the proposal in line with Company procedures is obtained before submission of the proposal to the client
- To be the first point of contact with existing and potential clients, ensuring regular reporting and contact is maintained
- To ensure all invoices are submitted to the client and paid in line with the contract payment
- To ensure regular reporting with the assigned Project Manager on the progress of projects, including technical and budget status to the client and General Sales Manager.
- To prepare annual budget forecasts for nominated customers, identifying nature of projects and projected income.
- To provide feedback to the General Sales Manager on market opportunities and developments.
- To identify appropriate weaknesses and to make recommendations for the improvement of the efficiency of the department as a whole.
- To provide support at shows and exhibitions as defined by the Marketing Strategy

## **Requirements**

- Commercially astute, ideally a Mechanical Engineering graduate or other Science / Engineering discipline.
- Experience in sales and marketing activities with the automotive or related industries. Awareness of Key Players (OEM and first Tier) and global automotive market development trends.
- Computer literacy in all Microsoft applications
- Ability to travel worldwide on business in-line with business needs.
- Self starter, proactive and polished presenter.