

Job Title	LPS Sales & Business Development Manager
Department	Sales
Line Manager	Semmmco LPS General Manager

The following activities and responsibilities form the important and critical aspects of the Job Description. However, there will be additional responsibilities associated with the day to day business requirements which will be associated with this position.

Job Function & Scope

The LPS Sales & Business Development Manager is responsible for generating and developing business opportunities and sales for the Company's LPS equipment in all UK and global markets.

Key to the role is good knowledge of PPE relevant to Semmmco LPS products, the health & safety industry, relevant industry standards and best practice for the company products. A proven track record in business development with supporting evidence of successful financial growth.

The following activities and responsibilities form the important and critical aspects of the Job Description, however, there will be additional responsibilities associated with day-to-day business requirements:

Duties:

Business Development:

- In agreement with the General Manager, set in place a strategy with system methodology to achieve business growth and agreed sales and profit targets.
- Identify new and existing key market sectors and new development opportunities.
- Provide technical support regarding costing and estimation of projects and tenders as the business needs require.
- Prepare reports and information for market sector and customer related opportunities appertaining to future business planning.
- Promote the Company's range of Life Protection products.

Sales & Team management:

- Manage the sales team on a day to day business and assist sales colleagues across the business when required. Support the team with key account customers either through visits or entertaining.
- Co-ordination with LPS team, particularly the Sales and Marketing Manager, LPS Production Manager Business Development Executive, LPS Support Administrator and the Internal Sales Executive.
- Plan and ensure regular customer contact/visits with existing and potential customers within the designated market sectors whilst establishing key contacts.
- Taking customer calls, sales/web enquiries and responding to customer needs as required.
- Liaising / collaborating with training providers to help promote our products.
- Prepare and follow up on customer quotes.
- Maintain customer records on CRM system, provide regular and comprehensive reports to management on market conditions, buying objections, buying trends, marketing effectiveness, and product feedback.
- Obtain and communicate all relevant product details which affect design, purchasing and production.
- Plan, prepare and attend exhibitions as and when required.
- Prepare and present sales presentation and product demonstrations both internally and to customers / potential customers.
- Prepare monthly progress and outstanding quotation reports.
- Provide virtual and on-site training for LPS customers.

Communications

The Semmco LPS General Manager is to be first line manager but the position will involve working closely with other members of the company and liaising and supporting requests from them - in particular the production team, administrators and other sales members.

Administration

The company operates using a quality system ISO 9001: 2015. All work must be recorded as per the company quality system, and company procedures must be followed. All materials used must be recorded and accounted to for to ensure that customers are charged correctly.

Semmco employees are expected to act appropriately in all dealings with customers, suppliers, members of the public and other members of staff, to work and communicate in a professional manner either face to face, over the telephone or via written communication (including email) at all times.