



## JOB DESCRIPTION

### 1. Job Identification

Job Title: **Avon New Business & Contracts Manager**

Reports to: New Business Development Director

Department: New Business & Development Department

Job Reference: **NBD1**

No of job holders: 1

Date/last update: January 2023

### 2. Job Objective

Identify and follow up new leads to enable financial growth, and work to defined sales goals.  
Provide sales objectives to ensure the creation of new business opportunities and growth of key customer relationships  
Liaison with Commercial and Communal Service Managers to identify new work and expansion of existing client proposals.  
Managing new and existing client relationships.

### 3. Accountable to:

New Business Development Director

### 4. Responsibilities

Preparing sales documents:  
Developing quotes and costed proposals within set timeframes & Power point presentations and sales displays  
Contacting clients to inform them of new developments in the company's products/services  
Negotiating and re-negotiating – by varied communications channels e.g. phone, email and in person  
Developing and meeting sales goals and targets  
Networking and attending events to identify leads and expand the company profile  
Working with other SM departments to identify opportunities with existing clients

## 5. Organisation Position



## 6. Knowledge, Skills and Experience

Knowledge and experience of sales within a service industry  
Understanding of market forces and business systems  
Ability to work to sales targets  
Creation of presentations material using Power point and relevant media  
Knowledge of project planning and management  
Utilise financial data and expertise for costings and forecasting  
Research and planning ability  
Networking and negotiating skills  
Time management, prioritising and organisation skills  
Excellent communication and interpersonal skills  
IT literate including Microsoft Office  
Knowledge of local area essential