



Role Description

Subtitle:	Business Development Executive
Version:	230303
Author:	Urszula Druett, Amy Brough
Owner:	Director of Core Markets
Keep informed:	Business Development Executive

1. Overview

Reporting to the Senior Commercial Manager, the role of the Business Development Executive, is to work alongside Sales and Product Management to follow up on leads and maximise sales. In addition, the role will be responsible for providing administrative support to the Commercial Department.

2. Duties and responsibilities

2.1. Sales

- Sourcing new customers and developing new business opportunities with target organisations in our desired sectors.
- Managing new customers, to grow, upsell and renew through calibrations, product upgrades, end of life and scrappage schemes, for example.
- Build a strong, in-depth product knowledge, working proactively with product engineers to educate clients to understand the features and benefits of our products and services.
- Create detailed and accurate quotations for customers and channel partners based on requirements.
- Contact prospective customers to arrange qualification calls with Product Engineers.
- Follow up on sales leads from marketing campaigns, including webinars, to arrange qualification calls with Product Engineers.
- Respond to incoming enquiries as required.
- Assist with order processing and data input to internal systems.

2.2. Relationship Management

- Support Senior Commercial Managers and others in looking after partners across all sectors who need to contact OxTS for queries. Work closely with Commercial Managers to ensure Channel Partners receive a high level of service from OxTS.
- Provide support to OxTS Commercial Managers when they are travelling to ensure customer service levels are always met, e.g. access to product data and sharing customer queries via email and phone.

2.3. Other

- Provide cover during periods of planned and unplanned leave as required.
- Manage the sales inbox during periods of planned and unplanned leave as required.
- Other duties as required.

3. Revision History

Revision	Changes
230303	NT: Title Updated to Business Development Executive
230207	AB: Document Created
230217	UD: Document Amended