

Job Specification for New Business Development Role March 2017

Horizon specialises in providing specialist work at height on industrial Chimneys and tall or unconventional structures. Experienced personnel design and install safe systems of work (Fall Arrest Systems) and designs installs and inspects Lightning Protection & Earthing Systems. Over the past 20 years the business has experienced considerable growth and identified further areas for new business, it is therefore seeking to recruit an experienced new business development individual to join their established team, detailed below:

- Previous experience of new business development or Telesales/Telemarketing is essential preferably from a similar or the same industry.
- A Polite and confident manner is essential along with ability to work as a team as well on own initiative.
- A high standard of English language is required to effectively communicate by telephone/email to clients and colleagues
- Good level of IT skills essential as all company processes are IT based, using Cloud 365 for email and bespoke software for business applications
- Must be a self-starter, understand how to find leads open the opportunity & close business
- Willingness to undertake training in company procedures and products/services
- Work closely alongside the Business Development Manager Adam Bradley & Business Development/Customer Services colleague Megan Ingle
- Concentrating on new business development for the Lightning Protection/Steeplejack/Fall Arrest Departments. Contacting clients in the UK and abroad promoting the services of the business (Service & product training provided on an ongoing basis internally and externally.
- Working from Spreadsheets and databases of existing and previous client contracts to promote or open new sales opportunities. Liaise with Horizon project managers regarding leads and opportunities
- Create and Update Outlook Tasks relating to clients contacted, create spreadsheets of new prospects and outcomes
- Prepare and submit Activity spreadsheets to monthly board meetings
- Attend and give input to Team Meetings
- Send out email sales/marketing information to potential new clients

Full time hours preferred

Hours: 9am to 5pm Monday to Friday 1/2hr for lunch

20 Days Holiday per annum + 8 statutory days

Pay levels in line with regional guidelines

In-house and external training provided, employment & development reviews undertaken at 3, 6 and 12 monthly intervals.

Working in a modern office environment

Horizon is an Equal Opportunities Employer