

Simple Job Description Example

Job Title	Business Development Manager
Department	Business Development
Reporting To	Senior Business Development Manager
Direct reports	Administrative Officer x 1
Indirect reports	No indirect reports
Main Purpose	To maintain and develop client base of the company, in line with business plans. To plan and carry out research and identify development opportunities.
Duties & Responsibilities	Monitor and review client contracts Carry out annual client satisfaction surveys Identify opportunities to improve services to clients, and follow these through with the Senior Manager Report on activities and provide relevant management information. Liaise and attend meetings with other company departments Assist the Senior Business Development Manager with managing the client contracts Day to day management of the Administrative Officer Attend training and to develop relevant knowledge and skills. Maintain the computerised customer database.
Scope	Budget of £70,000 Client group of 65 Database of 7,000 clients/potential clients

Knowledge and skills:

- A broad and integrated knowledge of the scope, main areas, principles and practices of contract law and various forms of contract;
- Specialised technical knowledge of distribution channels;
- A critical understanding of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Extensive and detailed knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes and payment for commodities and services;
- Extensive and detailed knowledge of large scale purchasing methods and procedures;
- Practise in a wide and often unpredictable variety of professional level contexts;
- Exercise substantial autonomy and initiative in activities at a professional level;
- Take responsibility for your own and significant responsibility for the work of others;
- Take responsibility for a significant range of resources;
- Demonstrate leadership and /or initiative and make an identifiable contribution to change and development by leading and managing substantial projects;
- Be able to absorb and assess information quickly and identify and analyse routine professional problems and issues;
- Draw on a range of resources to make appropriate decisions and meet targets while working under pressures related to time and budgets;
- Communicate appropriately with professional level peers, senior colleagues and specialists;
- Communicate, using appropriate methods, to a range of audiences with different levels of knowledge/expertise;
- Undertake critical evaluations of a wide range of numerical and graphical data to achieve goals/targets and make commercial decisions;

Adapted from www.scqf.org.uk sample job descriptions