

	<b>Position Description Manual</b>
Department: SALES	Position Title: BUSINESS DEVELOPMENT MANAGER
Effective Date:	Revision No.:

## I. REASON FOR EXISTENCE

The position is responsible for selling all services of a Company by way of consultative and/or strategic selling that will result to increased revenue. He or She is also responsible for building and strengthening rapport with clients, to grow and look for new business opportunities both for existing and new clients in line with the strategic direction and targets of the company.

## II. DUTIES AND RESPONSIBILITIES

1. Negotiate and sell all goods and services of the company to target accounts by approaching and probing potential customers who have logistical needs to meet company's budget.
2. Maintain existing accounts by conducting regular visits, presentations, recommending strategic plans and review of KPI to assess performance and improve services.
3. Forecast volume and revenue of existing and target accounts by preparing an annual budget, scheduling expenditures to determine profitability of each account.
4. Create pipelines by attending exhibits, networking, and researching, analyzing market trends to generate more business opportunities .
5. Prepare quotation based on the client's requirement and operational capability to ensure profitability and execute services based on set standards.
6. Coordinate and cascade to all concerned the requirements by preparing standards operating procedures duly signed by client to ensure satisfaction levels are met and maintained.
7. Develop business plans and sales strategies by preparing actions plans on how to achieve company's vision and goals to attain maximum profitability.

8. Assist finance in timely by monitoring their accounts receivable, credit term and conducting regular reconciliation to ensure clients remain in current status.
9. Train and orient new hires on product knowledge by conducting actual joint call to new and existing customer to equip them with necessary tools.
10. Any other responsibility that is deemed required by the management.

### III. QUALIFICATIONS

1. Graduate of 4 year business course.
2. At least with 3 years experience in customer service and sales.
3. Proficient in Office Application.
4. Good level in English both and oral written communication .
5. Excellent presentation skills.
6. Good negotiation skills.
7. Self motivated and organized.
8. With proven people skills and pleasing personality.

Prepared by:	Reviewed by:	Noted by:  <b>Chabio T. Sison</b> SVP-Shared Services CFO/CRO	Approved by:  <b>Efren E. Uy</b> President & CEO
--------------	--------------	---	---