JOB DESCRIPTION – TEMPLATE USING EXAMPLES

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| JOB TITLE: | Business Development Manager (example) |
| DEPARTMENT/TEAM: | Sales |
| REPORTS TO: | GM Sales |
| DIRECT REPORTS: | Sales Support Coordinator |
| KEY RELATIONSHIPS: | Sales, marketing, product development |
| HOURS: | Full time – 40 hours per week, Monday to Friday |
| LOCATION: | Auckland – with up to 2 days work from home |

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| **JOB PURPOSE:** | * Establish successful cold calling programme that drives revenue growth and profitability for the business.
* Generate new prospects and sales leads
* Develop opportunities in key target markets
* Nurture mutually beneficial relationships across the sales team and with customers
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| KEY RESPONSIBILITIES | TASKS / DELIVERABLES / OUTCOMES |
| BUISNESS DEVELOPMENT: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| CLIENT MANAGEMENT: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| DATABASE MANAGEMENT: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| OPERATIONAL RESPONSIBILITIES: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| KEY RELATIONSHIPS: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| COMPETENCIES, EXPERIENCE & SKILLS |  |
| QUALIFICATIONS: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| ESSENTIAL SKILLS: | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| PERSONAL TRAITS | * Bullet point one
* Bullet point two
* Bullet point three
* Bullet point four
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| POSITION PACKAGE | $00,000.00 |
| INCLUSIONS: | 1. Additional annual holidays
2. Birthday leave
3. Sick leave (in addition to legal requirements e.g., wellbeing days)
4. Bonuses
5. Rewards programme
6. KiwiSaver
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| WHY WORK FOR US |  |
| VALUES / CULTURE: | * Bullet point one
* Bullet point two
* Bullet point three
* This section is used when preparing the JD for a recruitment agency or preparing an ad where applicants want to know the value of working for your company
* Remove this section when adding the JD to an Employment Agreement.
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