

We're inviting applications for:

# Business Development Executive

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## Outline

This role is to be a daily, active force in the marketplace that meets and/or exceeds set sales targets. It takes ownership for understanding the needs of prospective clients, winning their trust and securing their business using proven methodologies.

## Integral Disciplines

- Function in 2 spheres of time: 'core sales hours' and 'non-core' hours.
- Use the CRM as a central repository to enter details, contacts and conversations with clients and prospective clients in real time.
- Practice relentless follow up by setting a follow up in CRM following every contact regardless.
- Follow the Attention, Interest, Desire, Action (AIDA) principle and process at all times.

## Essential Duties

- Research prospective clients, their organizations and their practices.
- Personal and Team Planning,
- Make regular phone contact with existing and prospective clients to secure appointments and win business.
- Meet, engage and present to clients via zoom or assist Outside Sales Rep with meeting, engaging and presenting to clients face to face.
- Close orders to secure business for the company.
- Continually grow in the knowledge and practice of sales and selling.

- Achieve and maintain high levels of knowledge on the products, applications and the industry.
- Actively and accurately utilize the company CRM.
- Complete and submit reports
- Attend team, sales and performance meetings at least weekly.

## Requirements

- At least an Associate's degree in business, a related field or equivalent experience.
- 1-3 years' experience in sales.
- Excellent client care skills.
- Computer skills and proficiency in MS Office required; ability to prepare presentations.
- Ability to prioritize duties as assigned and have a strong sense of urgency during tight deadlines.
- Ability to manage multiple projects/priorities.
- Excellent written and verbal communications skills.
- Attention to detail and the highest standards for accuracy and precision.
- Engaging personality, persistent and resilient.
- Ability to understand intermediate level of technical information.
- Valid driver's license and your own reliable means of transportation.

## Employment Information

Working Hours: 7:30am - 4:30pm

Employment type: Permanent

A comprehensive remuneration and an attractive benefits package will be offered to the selected candidate.

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Submit your resume to [careers@newport-water.com](mailto:careers@newport-water.com) to apply.

Application emails should be entitled 'BUSINESS DEVELOPMENT EXECUTIVE'.