



We're inviting applications for:

# Business Development Executive

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## | The Job

This role takes ownership of development of the Newport brand and the overall growth of the business in Jamaica in collaboration with the Barbados-based team. This includes brand development, lead generation and sales, with responsibility for extending the Newport product portfolio across the country.

It requires providing leadership and direction to grow the brand through all approved channels, and for being a daily active force in the marketplace that meets and/or exceeds set sales and growth targets.

## | Responsibilities

- Create a clear business development plan to increase the visibility of the Newport brand across Jamaica.
- Execute the plan as approved to meet the agreed targets.
- Conduct the required market research to understand the dynamics of the market.
- Facilitate the lead generation and qualification processes.
- Have a thorough knowledge of company products and services.
- Engage clients and potential clients on the telephone and in person in a confident and professional manner.
- Represent Newport at various business functions including presenting Newport to the market through presentations and public relations activities and events.
- Provide information/quotations and proposals sent to clients within 2 hours of request.
- Set up, attend, and present at face-to-face or virtual meetings as required.
- Responsible for spearheading strategic planning and goal achievement for your island.
- Regular updates and input on all relevant business development activity on Jamaica including but not limited to, team members, client feedback, market conditions, opportunities, and threats within the territory.

Majority of the role is focused on marketing, sales, sales promotion, and public relations and also on strategy implementation and day-to-day performance consisting of overseeing the client experience, cheque collections and banking, regular reporting, maximized efficiencies and ensuring alignment and consistency with the overall vision, strategy and brand guidelines.

The goal is to take ownership of understanding the needs of prospective clients, winning their trust, and securing their business.

## Skills & Qualifications

- An associate degree in business, marketing, a related field or equivalent experience.
- At least 2-3 years' experience in business development, sales public relations and or marketing
- Management experience.
- Excellent interpersonal, customer service and written and verbal communication skills.
- Excellent client care skills.
- Computer skills and proficiency in MS Office required; ability to prepare presentations.
- Strong analytical skills to identify trends and sales patterns.
- Planning, organization, and problem-solving skills
- Ability to manage multiple projects/priorities.
- Attention to detail and the highest standards for accuracy and precision.
- Engaging personality, persistent and resilient.
- Ability to design and implement a successful sales & marketing strategy.

## Areas of Experience

- Jetting and achieving goals and KPIs.
- Telemarketing or Telesales.
- Business presentations.
- Public relations
- Face to face selling.
- Experience using CRM systems to manage the sales process and forecast sales.

## Employment Information

Working Hours: 7:30 a.m. - 4:30 p.m.

Working environment: Office, client and business meetings and presentations.

Type of employee: Permanent

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Submit your resume and certified copies of any relevant qualifications to [careers@newport-water.com](mailto:careers@newport-water.com) with the subject “BUSINESS DEVELOPMENT EXECUTIVE” by March 1st, 2024.