

## Job Description

<b>Job Title:</b>	Business Development Manager
<b>Location:</b>	Cairnrobin
<b>Responsible to:</b>	Managing Director
<b>Responsible for:</b>	Business Development Executive
<b>Core Purpose:</b>	Leading efforts to establish new and retain existing business growth opportunities. Primary role purpose is to obtain new clients and fostering business relationships to increase revenue from sales quickly and efficiently.
<b>Health &amp; Safety Responsibilities:</b>	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Offshore Group HSE policy.
<b>Quality Responsibilities</b>	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and have an understanding of OEG's targets and objectives.
<b>Environmental Responsibilities</b>	Comply with our recycling standards using the correct disposal of items as per signs and bins provided. Reduce energy consumption by turning electrical equipment off when not in use. Report any spills immediately to the Group QHSE Team/Line Manager to allow spill team to clean up using correct items. Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.
<b>Key responsibilities &amp; accountabilities:</b>	<ul style="list-style-type: none"> <li>• Will generate profitable business from both new &amp; existing customers.</li> <li>• Prepare a structured plan for quick conversion of CCU / Module / Tanks / Service customers over to OEG. Plan to be updated with new opportunities.</li> <li>• The role will be initially Aberdeenshire based but as role develops UK travel may be required</li> <li>• Obtain competitors customer list and feedback to management for decisions on strategy and approach for new business</li> <li>• Assessing team performance from customers when it comes to growing the business through client acquisition and sales and providing feedback to management at bi-weekly meetings or sooner if appropriate</li> <li>• Sales activity will include the promotion of all OEG products including CCU; s, Tanks, Modules and Services</li> <li>• Prepare a bi-weekly summary report of sales activities, customer targets and conversions. Summary will also include projected activity for next period</li> <li>• Being aware of market trends and competitors across our sector and reporting during bi-weekly meetings</li> <li>• Position is based on continued in the field customer contact meetings and will also be required to visit office to attend a bi-weekly performance review meeting</li> <li>• Where required for technical expertise it may be necessary to hand over customer contact details for others to follow up or alternatively include the necessary expertise required in customer meetings.</li> <li>• Work closely with internal CCU/Modular/Service sales and regional director</li> </ul>

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	<p>and take ownership of following up all enquiries with customers to convert to orders quickly and efficiently</p> <ul style="list-style-type: none"> <li>• Complying with regulations and laws of business development and OEG specific policies and procedures</li> <li>• Being knowledgeable about products and services offered by the business such as USP's, safety features, availability, et</li> <li>• Selling products and services in person and over the phone</li> <li>• Raising the company profile by attending expositions and seminars</li> <li>• Suggesting new compatible products based on market demand to tap into new offshore markets or sectors</li> </ul> <p>List of duties is not exhaustive in any way and may change at any time when responsibilities and company requirements alter.</p>
<p><b>Skills &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Must be customer focused, confident and articulate with excellent communication and organisational skills</li> <li>• Good understanding of Aberdeen CCU/Tank/Module/Service Oil &amp; Gas market is necessary</li> <li>• Must have experience selling DNV271 products and Services into Oil &amp; Gas companies and service companies</li> <li>• Be able to demonstrate a good track record of sales growth performance in past roles</li> <li>• A self-starter attitude, demonstrating personal development and a desire to progress quick</li> <li>• A strong attention to detail and accuracy</li> <li>• Ability to go above and beyond. Enthusiastic and Resilient</li> <li>• Must be a driven, dynamic and adaptable with a positive attitude.</li> <li>• A minimum of 5 years' experience in similar role.</li> <li>• Ability to lead by example.</li> <li>• Ability to prioritise and think out problems with clarity.</li> </ul>
<p><b>Qualifications:</b></p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> <li>• Experience from the oil and gas industry, preferable but not essential</li> <li>• Sales Qualification at diploma level or equivalent qualification</li> <li>• Complete understanding of Microsoft 365 suite of applications</li> <li>• Ability to understand and use CRM software applications</li> <li>• Demonstrate previous Time management and planning skills</li> </ul>
<p><b>Print Name:</b></p>	
<p><b>Signed as accepted:</b></p>	
<p><b>Date:</b></p>	

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