



JOB DESCRIPTION

TITLE: Business Development Manager	LOCATION : TEWKESBURY, England	REV 0
	EFFECTIVE DATE: DECEMBER 2017	PAGE 1 of 3

1 JOB DETAILS:

Department	Sales	Reports to	Sales Director
Category	S&M		

1 **JOB SCOPE:** Maximise opportunities to sell company products and services to both existing and new customers ensuring profit levels are maintained.

2 JOB DIMENSIONS: (For Management & Supervisory positions)

Number of direct reports:	0	Total number in team managed:	0
Budgetary responsibility:	0	Revenue responsibility:	0
Other dimensions appropriate to the job:			

3 DUTIES & RESPONSIBILITIES: (not listed in any particular order)

- Identify the target market sectors that will give immediate business and long term benefit to Exception PCB
- Identify the technology that is compatible with Exception PCB
- Identify the regions (County/Countries) to target business opportunity
- Identify the business partners that can support increased sales for Exception PCB
- Explore current Customer base for further Sales Growth/Opportunities

This list is not exhaustive and in addition to these duties and responsibilities the employee is required to carry out any other reasonable duties that may be required from time to time

4 SKILLS & KNOWLEDGE:

Essential	<ul style="list-style-type: none"> • Printed Circuit Board industry knowledge • Communication skills • Commercial acumen to consider the relative costs and benefits of all decisions. •
Preferred	<ul style="list-style-type: none"> •

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4 MINIMUM QUALIFICATIONS:

Essential	<ul style="list-style-type: none"> Educated to Diploma or HND standard or have relative experience
Preferred	<ul style="list-style-type: none">

6 ANY SPECIAL REQUIREMENTS:

Essential	<ul style="list-style-type: none"> Flexibility to travel to Customers
Preferred	<ul style="list-style-type: none">

7 PHYSICAL DEMAND CATEGORY:

- Sedentary Work**
- Light Duty**
Lifting 20 pounds maximum with frequent lifting and / or carrying of objects weighing up to 10 pounds.
- Medium Work**
Lifting 50 pounds maximum with frequent lifting and / or carrying of objects weighing up to 25 pounds.
- Heavy Work**
Lifting 100 pounds maximum with frequent lifting and / or carrying of objects weighing 50 pounds or more.
- Very Heavy Work**
Lifting objects in excess of 100 pounds with frequent lifting and / or carrying of objects weighing 50 pounds or more.

Required License / Certification:

Valid Driver's License (as requirement for inter-company travel)

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8 SPECIFIC ACTIONS REQUIRED:

In an eight hour day, this job may include:

<u>Standing/Walking</u>	<u>Sitting</u>	<u>Driving</u>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input checked="" type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs
<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs

9 WORK ENVIRONMENT:

This job may include:

<u>Attribute (Condition)</u>	<u>Yes</u>	<u>No</u>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Height	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10 REPETITIVE MOTIONS:

This job will include:

Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

11 MANEUVERABILITY

This job will require:

<u>Movement</u>	<u>Frequent</u>	<u>Occasional</u>	<u>None</u>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12 AUTHORIZATION:

Name	Position	Signature	Date

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