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Description automatically generated**JOB DESCRIPTION**

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| **Position Details** | |
| **Job Title** | Business Development Executive |
| **Location** | Remote |
| **Responsible to:** | Board of Direct Directors |
| **Direct Line Manager** | Head of Engagement |
| **Responsible For** | New Sales and Good Causes |
| **Hours of Work** | 5 days / 40 hours per week  8 hour shift Monday to Friday |
| **Contract Duration** | Fixed Term |
| **Line Management Responsibilities** | N/A |
| **Date of Issue** | November 2021 |

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| **Role Purpose** |
| Communicate with customers to recommend Play It Green products or services, their benefits to them and persuade customers to buy them.  To provide after-sales services and develop the offer with existing customers.  To acquire new partners to the business which will benefit its commercial aims i.e. good causes, sustainable product providers etc.  To hold good relationships with good causes and partners to maximise the relationship interms of sales, network and exposure. |

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| **Key Duties** |
| Contacting existing and new customers to explain the advantages of buying Play It Green products or services  Communicating with customers before and after a sale  Researching businesses, individuals and industry trends to identify potential new clients and markets and ways to serve existing clients better  Contacting potential new clients using phone, email and online media to gauge interest and plan meetings  Delivering presentations for persuading customers to buy new products or services  Taking customers through the sale transaction if required.  Resolving customer complaints and concerns  Handling customer cancellations and discounts  Maintaining an in-depth understanding of the company’s products or services to advise and make suitable recommendations to customers  Attending conferences to understand industry trends and network  Be responsible for the maintenance of the database of pipeline potential customers, customers and partners.  Maintain knowledge of regulatory and legal requirements relevant to the role.  Work with the rest of the team on various projects and events as and when required.  Support other functions within the business with any design/content creation related work.  Ability to work in the evenings and weekends will be required at times when the team are attending events that help promote the business.  Undertake such duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of the club. Nb. Duties outside of content creation will be required from time to time. |

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| **Miscellaneous** |
| This is a description of the job at the time of issue. The business will periodically review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the business and to incorporate reasonable changes where required, in consultation with the job holder. This will usually be linked to performance appraisals.  You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the business on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  You are responsible for applying all Play It Green Policies in your own area of responsibility and in your general conduct.  You have a responsibility to promote high levels of customer care within your own areas of work.  You may be required to undertake a specific Health & Safety roles to support the business in meeting its obligations. This could include acting as a First Aider, Fire Marshall or Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence. |

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Description automatically generated**PERSON SPECIFICATION**

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|  | **Essential/**  **Desirable** |
| **Education, Training and Qualifications** |  |
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| Educated to a reasonable standard with a minimum of six GCSE’s or equivalent  BTEC National Diploma in Business Studies or equivalent  Educated to degree level  A full, valid UK driving licence. | **E**  **D**  **D**  **D** |
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| **Experience Relevant to the Job** |  |
|  |  |
| Bachelor's degree in Business, Marketing, Communications, or related field | **D** |
|  |  |
| 2-4 years of sales experience | **D** |
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| Proven ability to meet and exceed sales quotas | **D** |
|  |  |
| **Knowledge, Abilities and Skills** |  |
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| Proven track record of successfully managing customer relationships | **E** |
|  |  |
| Excellent interpersonal skills | **E** |
|  |  |
| Highly self-motivated. Driven by your own results. | **E** |
|  |  |
| Resilient, confident and Tenacious with an engaging personality | **E** |
|  |  |
| Strong verbal and written communication skills with the ability to speak to a varied range of people and decision makers at different levels of the business | **E** |
|  |  |
| Proficient in Microsoft Office | **D** |
|  |  |
| Working knowledge of CRM systems | **D** |
|  |  |
| Experience of establishing, building and maintaining effective relationships with external groups, organisations and/or individuals | **E** |
|  |  |
| Ability to work in occasional evenings and weekends | **E** |

**Overview**

Join a new start up in sustainability and become a founding staff member.

Play It Green launched in Spring 2021, received investment, developed a great customer base but now need more people in order to continue to grow. You will be a major part in our story and success if selected.

Current staff are based in Manchester however everyone works remotely so you could be anywhere in the world and do this job.

Your earning potential is uncapped so there truly is no limit to how much money you can make!

**Who are we?**

Play It Green launched to the public in late March 2021 and aims to make people and businesses greener, and for them to enjoy that journey.

We plant trees to reforest the world, lower peoples carbon footprints, support good causes and maximise engagement on the issue for the benefit of all.

We are developing fast, dynamic and open to new innovation and ideas which will help grow the business. It is an exciting place to work.

**Our opportunity**

Business Development Executives are absolutely pivotal to our continued growth and success, the more business you win, the more money you earn. You will be responsible for the creation and development of new business relationships in order to introduce our services and grow our client base.

**What's in it for you?**

As a Business Development Executive you'll be highly compensated starting with a basic salary of £22k plus commission. Up-to 25 days holiday, working Monday - Friday, 8.30-4.30 plus other great benefits. Starting salary is £22 – 24,000 per annum depending upon experience.

**About you**

Ideally you would have some sales experience however this job is open to recent graduates.

You’ll need to show a proven track record of successfully managing customer relationships

Excellent interpersonal skills

Be highly self-motivated. Driven by your own results.

Resilient, confident and tenacious with an engaging personality

Strong verbal and written communication skills with the ability to speak to a varied range of people and decision makers at different levels of the business

Experience of establishing, building and maintaining effective relationships with external groups, organisations and/or individuals

**Application deadline:** 5pm Tuesday 30th November 2021

Job Types: Full-time, Permanent

Salary: £22,000 per year plus commission. May start anything up to £24,000 depending upon experience.

8 hour shift

Monday to Friday

Work remotely: