



# evolution complete business sales

SELLING YOUR BUSINESS FOR ALL IT'S WORTH

## Job Specification

**Job role:** Business Development Manager Business  
**Reporting to:** Development Team Manager  
**Basis:** Full Time

**Overall role objective:** initiate client calling programme, identifying potential acquirers and interesting them in the opportunity of buying our client's business.

### Key responsibilities:

Primary -

- Cold call identified prospective buyers, identifying the decision maker and send out marketing "teasers" and Non-Disclosure Agreements (NDAs)
- Chase up receipt of signed NDAs
- Gather market responses
- Record project notes on CRM system
- General administration and assist with collation of project statistics.

Secondary –

- When required, orchestrate event "welcome packs" and distribute reminders to delegates
- When required, undertake courtesy calls pre and post events
- Attend company sales seminars.

### Key attributes:

- professional and engaging telephone manner
- excellent interpersonal/communication skills, both written and oral
- well-organised and able to work to strict deadlines
- effective team player
- can take initiative when required
- competent PC skills (e.g. Word, Powerpoint, Excel and Sage)
- enthusiastic, positive and highly motivated
- numerate