

**JOB TITLE – BUSINESS DEVELOPMENT EXECUTIVE, Long Island (including Queens and Brooklyn)**

**REPORTS TO – Tri State Sales Manager**

**LOCATION – Field-based**

**DEPARTMENT– Sales**

**SCOPE OF JOB – Management of Regional Area**

**PURPOSE** – Reporting to the Tri State Sales Manager, your responsibility will be operating as the outside sales representative across the Zoffany, Sanderson, Morris & Co, Harlequin, and Scion brands. The Brand Development Executive is responsible for developing the residential and contract sales in the Long Island area and achieving year on year growth sales targets through a customer centric approach.

**RESPONSIBILITIES**

- Develop strategic business plan for accounts and in conjunction with the Tri State Sales Manager.
- Travel throughout the Long Island territory (including Queens and Brooklyn) presenting product.
- Execute and drive strategic sales and business plan to achieve and exceed agreed sales targets within set expenditure budgets
- Provide excellent customer service by providing prompt follow through and creative solutions.
- Networking with the community and entertaining clients.
- Ensure that all brands are fully and appropriately represented in line with brand values.
- Identify new clients and maintain existing clients.
- Work closely with peers to optimise sales and representation.
- Be a clear and regular proactive source of communication between key accounts, the sales force and home office.
- Keep the business fully informed of competitor activity and general market information.
- Regular analysis of sales information for future business development.
- To understand and utilise appropriate social media in line with the Sanderson Design Group policy.
- Submit comprehensive monthly reports.
- Initiate and coordinate Vendor Shows to promote new and existing collections, when relative.
- Train peers when called upon.
- Help with customer complaints as requested by Customer Services.

**MEASURES OF SUCCESS**

- Achievement of sales budget year on year.
- Working within agreed expenditure budgets.
- Promotion, distribution, and presentation of the brands in the most effective and efficient manner and in keeping with the brand identity.
- Customer satisfaction.
- Timely reporting.

**CONNECTING WITH OTHERS**

- Sales Colleagues – working together to ensure optimum presentation and performance.
- Customers – Relationship management and business development
- Customer Service – Review level of service and feedback on performance
- Finance – Analysis and measurement of customers` performance
- Senior Management Colleagues – Sharing and driving performance



**QUALIFICATIONS**

- Undergraduate degree from accredited university
- Driver's license
- Resides in the territory

**EXPERIENCE & SKILLS**

- Knowledge of terminology and specifications in the textile and wallcoverings field for residential and contract
- Relationships with designers, specifiers, and home retailers in the territory
- Strong analytical and numerical skills. You can build and explain financial models and have strong spreadsheet skills. Comprehensive computer skills including Microsoft Office, Outlook, Word, Excel, and PowerPoint
- Self-motivated and ability to work independently
- Passion for design and trends
- High level of taste in the field of interiors
- Ability to travel with necessary materials throughout the territory
- Five years of experience in textile and wallcoverings field.
- Strong negotiation and problem-solving skills

**BEHAVIOURS**

Strategic, passionate, articulate, collaborative, customer focused, disciplined, independent, team player, ambitious

**FOR LINE MANAGER ROLES ONLY**

TOTAL EMPLOYEES/AGENT –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

*I agree within reason to undertake other duties over and above those listed in the job description.*