

# Job Description

JOB DESCRIPTION			
<b>Job Title:</b>	Business Development Coordinator	<b>Department:</b>	Sales
<b>Reports To:</b>	Head of Business Development	<b>Direct Reports:</b>	None
<b>Location:</b>	Tamworth		
<b>Company:</b>	Jaama is a fleet, leasing and rental management software and driver risk services company. As a certified Microsoft GOLD® development partner, Jaama uses the latest technology to provide customers with greater integration, control and automation. It brings innovative fleet management software and driver licence checking software to fleet operators, contract hire and leasing companies. Jaama is the first to combine fleet software and risk management services to help customers meet their driver health and safety responsibilities under occupational road safety regulations.		
<b>Function Overview:</b>	The Sales team currently consists of three field based Business Development Managers and one office based Business Development Coordinator. The Sales team is fully responsible for turning leads generated by the Marketing team into sales orders. Each Business Development Manager also has an allocated set of accounts they are responsible for managing, in addition to managing their sales pipeline.		
<b>Role Profile:</b>	Reporting to the Head of Business Development, and supported by senior members of the team, you will become a key member of the department, responsible for arranging appointments for the Business Development Managers whilst ensuring the data we hold about clients is regularly updated. This role is an integral part of helping Jaama continue our sustained period of sales growth. Working hours are 9am – 5.30pm however out of hours work and occasional stays away may be required for exhibitions and client meetings. Salary is 18k + Commission.		

Key Responsibilities
<ul style="list-style-type: none"> <li>• Support the sales team to achieve objectives</li> <li>• Assist BDM's in preparation for sales visits and demonstrations</li> <li>• Liase with relevant departments to understand the product suite, develop sales ideas and new initiatives to increase sales opportunities.</li> <li>• Work closely with the Marketing team and Business Development Managers to manage campaigns and refine our approach to increase sales appointments.</li> <li>• Make an appropriate number of sales calls to achieve a pre-defined appointment target</li> <li>• Maintain, develop and engage contacts on social media platforms such as LinkedIn, with a view to creating sales opportunities</li> <li>• Cleanse the prospect database to ensure that accurate data is held about potential clients</li> <li>• Quickly learn the product suite and its key features and benefits</li> <li>• Become proficient in all elements of the role; from lead cleansing through to arranging qualified sales visits for the BDM's</li> <li>• Aid in data analysis and producing insight into Jaama's Strengths, Weaknesses, Opportunities and Threats</li> <li>• Source and communicate hot topics and news stories that may align with Jaama product benefits</li> </ul>

Skills & Experience
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Base knowledge of sales process and principles</li> <li>• Strong organisational skills and attention to detail</li> <li>• Proven experience of delivering persuasive presentations</li> <li>• Outstanding levels of communication across all media</li> <li>• Comfortable when liaising with all types of people, and adapt your approach as each situation dictates</li> <li>• Competent in Microsoft Office</li> </ul>

- Well presented, professional and able to articulate ideas

Beneficial:

- Experience in using Microsoft CRM
- Proven track record in internal sales / sales team coordination
- Entrepreneurial approach to work challenges

**Personal Attributes**

- Ability to work under pressure and to tight deadlines
- A strong focus on achieving results
- Adaptable, versatile and a naturally gifted communicator
- Understands the importance of software to businesses
- Must be well presented and professional.
- Confidence, charisma and a positive attitude to challenges
- Professional, mature approach to career and personal development
- Demonstrates commitment to developing job and product knowledge.
- Superb initiative and aptitude to learn
- Highly driven individual