

Position Description

Position Summary:		
Position Title	Business Development Manager	
Function	Haptix	
Location	Auckland	
Reports to	Haptix Brand Manager	
No. direct reports	0	
Purpose:		
Working closely with our Haptix team, this role is responsible for driving business growth within Haptix by CMT Group NZ Ltd by conducting research to identify potential sales opportunities across the Upper North Island.		
Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> 5+ years of sales and business development experience High level of business acumen 		X X
Qualifications		
<ul style="list-style-type: none"> Valid Drivers licence Bachelor's degree (or equivalent) in Business Management, business administration or related field 	X X	
Skills / Abilities		
<ul style="list-style-type: none"> Contract Management Skills Proven ability to analyse data to a high level Proven ability to negotiate Ability to identify and manage risk Exceptional organisational skills to meet deadlines and manage conflicts A high level of written and verbal communication skills 	X X X X X X	
Decision Making Authority & Mandatory Obligations		
Decision Making	<ul style="list-style-type: none"> Act in accordance with any delegations for this role 	
Ethics & Compliance	<ul style="list-style-type: none"> Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures 	
Business Development	<ul style="list-style-type: none"> Builds and maintains strong working relationships with key customers, understanding their project delivery needs and working with the project delivery team to support their delivery. 	

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	<ul style="list-style-type: none"> • Liaises with Haptix Brand Manager for CMT Group to ensure they are aware of key project or customer issues and are able to manage the customer relationship • Manage all steps of the sales process from enquiry to signed contract • Day/s trip travel to Blenheim Head Office and travel to other regions (upper North Island) where necessary for prospect opportunities as directed • Constantly looking for new sales opportunities & leads • Seeing new tenders through to lodging, follow up and till tender award. Following through on tender debrief if tender not successful. • Keep a timeline to be able to track sales from enquiry to proposal's • Working with Marketing team to ensure right messaging on website/client feedback/testimonials/project updates/LinkedIn etc. • Weekly reporting to Haptix Brand Manager with updates on new sales, opportunities & leads • Arrange architectural/tradeshows as required with Marketing team. • Follows all CMT Group systems and processes for project planning, delivery, and close-out. Keeping accurate records, written and photographic, of site progress during the project. • Undertakes new sales training or new sales program applications that Haptix / CMT implement. • On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances.
Reporting	<ul style="list-style-type: none"> • Regular updates with Haptix Brand Manager, providing them with brief update of potential project progress (deals about to be won) and any issues they need to be aware of. • Monthly sales team meeting with reporting on key prospects/deals/new opportunities • Daily mornings sales huddle catch ups with sales team • Meeting KPI's set by Haptix Brand Manager
Health and Safety Accountabilities	<ul style="list-style-type: none"> • Take reasonable care for your own personal health and safety • Take reasonable care that your actions, or lack of action, do not adversely affect the health and safety of other persons • Comply, as far as reasonably possible, with any reasonable instruction that is given by CMT Group, to allow CMT Group to comply with the Health and Safety at Work Act 2015 or other relevant regulations • To stop work, or stop another from working, if they feel the work is unsafe
Health and Safety Responsibilities	<ul style="list-style-type: none"> • Comply with all national, legal and all other stakeholder's regulation, procedures and expectations. This includes CMT Group's Code of Conduct.

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	<ul style="list-style-type: none">• The employee must wear correct PPE / Uniform required for their job description• The employee must either attend a weekly toolbox meeting or review on line	
Values	<ul style="list-style-type: none">• Lead by example and live the CMT Group's values. (refer to annexure 1)	
Risk Management	<ul style="list-style-type: none">• Promote the use of risk-based thinking and ensure risk management practices are utilised.	
Leadership and Culture	<ul style="list-style-type: none">• Lead a team; when required for installing Tactilez• Through personal example, create and sustain a high performing, positive culture across CMT Group that enables employees to achieve full individual potential through positive leadership.	
Acknowledgement		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
Employee Name:	Signature:	Date: