



## Example of Business Development Sales Manager Job Description

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Our growing company is looking to fill the role of business development sales manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for business development sales manager

- Manage the development, launch and completion of all team documents and templates to include meeting agendas and recaps, tracking documents, and PowerPoint decks
- Support account leads on the development of retail presentation PowerPoint presentations
- Responsible for sales and proposal management for automotive solutions on the account
- Experience with the sales and quoting procedures, Generating new leads with technical team RFI, RFP, RFQ management, identifying new opportunities and turn them to business
- Communication with key stakeholder within our client, identifying new areas of the client business where opportunities can be developed
- Definition of the scope of engagement, skill set requirements, timelines
- Proposal and other related documentation development, including application of relevant engagement model terms and conditions, best practices, proposal estimations
- Management of leads and opportunities in a corporate CRM on a regular basis
- Taking over administrative account task, such as preparing offers and contracts
- Regular reporting to the Senior Account Director

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- Keeping a monitoring system for competitive titles
  - Forecasting and producing quarterly activity plans
  - Regular reporting to both ad director and account director
  - Producing coherent sales strategies and business plans
  - Writing and presenting sales presentations
  - Utilising existing contacts to gain meetings