



## **Position**

Business Development Executive

## **Job Description**

CityPOST is seeking a Business Development Executive to join our expanding Sales Team in Alfragide. They will be focused on winning new business from within the 'Public Sector' and a promising and exciting career awaits the successful candidate.

## **Report into**

Postal Sales Director

## **Location**

Amadora

## **Key Responsibilities**

- Identify and secure new business from within the 'Public Sector'
- Achieve/exceed sales targets in line with companies growth strategy
- Identify potential clients and the decision makers within the 'Public Sector'
- Research and build relationships with new clients.
- Cold call as appropriate with new clients and turn this into new business
- Main and develop a robust pipeline of opportunities
- Generate and deliver customer proposal and presentations

## **Reporting and Administration**

- Update all customer and prospect activity on sales management system.
- Provide weekly sales reports to Postal Sales Director and ensure data is accurate.
- Update Forecasting sheets and Pipeline on a weekly basis (minimum)

## **Key skills**

- Ability to communicate information clearly and concisely in English and Portuguese.
- Excellent presentation and communication skills
- Ability to close sales
- Proven track record in generating new sales from within the 'Public Sector'

**Desirable:**

- 3 years+ experience of successfully winning business in the 'Public Sector'
- 3 years+ experience within the Postal industry would be highly advantageous

**Experience**

- A minimum of 3 years' experience in business development
- A proven track record in achieving/exceeding sales targets.

**Qualifications**

- *Essential* - Educated to A Level standard.
- *Desirable* - Degree

Send us your English cv to: [telmo.fialho@citypost.pt](mailto:telmo.fialho@citypost.pt) with reference: BDE\_L01