

## **POSITION DESCRIPTION**

Brian Bell Group

### **AM5036 - Business Development Executive**

**The Brian Bell Group (BBG)** established in 1958, is now Papua New Guinea's foremost retailer, wholesaler and distributor of household goods and services. Over the last 5 years the company has been on a rapid expansion and growth path and set to continue well beyond 2022. This is an exciting and dynamic organisation and a powerhouse in PNG. Brian Bell Group is only looking for the 'very best' to join its ranks and add to the vibrant culture that will see it continue to succeed for another 63 years and beyond.

Brian Bell Group is inviting exceptional candidates to apply for this exciting role:

#### **BUSINESS DEVELOPMENT EXECUTIVE**

The Business Development Executive is responsible to attend to customers and assist the Corporate Sales and Projects Team Manager. The position is based in Port Moresby.

#### **Key Responsibilities:**

- Key customer account management
- Quoting and project managing high value projects
- New business calls to existing and new clients with product details, new lines, specials etc.
- Contact customers, business, community and civic organizations for new business promotion
- Follow ups on major quotes including sending samples and photographs to customers, inviting them for showroom walk through
- Provide high-level administrative, financial and operations support
- Coordinate and analyse research and planning strategies
- Manage staff to ensure the efficient and smooth running of business operations
- Develop and implement policies, rules, and regulations for sales & marketing employees
- Invoice for cash/credit sales on Pronto
- Attend to urgent purchase orders and delivery of goods
- Merchandising and display of items when required
- Stock controlling in the showroom when required
- Perform other duties as directed by the Manager.

#### **Qualifications & Skills:**

- Tertiary qualification in Sales & Marketing
- Minimum of 10 years related experience and/or training; or equivalent combination
- Strong experience in quoting & project managing high value projects
- Good product knowledge or experience in commercial kitchen and laundry products & designs
- Good sales experience across different market segments
- Strong customer service and good communication skills
- Computer literate with strong Pronto user experience
- Ability to speak Mandarin desirable but not essential.

Brian Bell Group has a strong commitment to Initiative, Integrity, Respect, Courage and Honesty.

#### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International the completed VI application form highlighting your capabilities and experiences, an updated CV, three (3) current referees and their full contact details and written references.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 21<sup>st</sup> January 2022**

**Only shortlisted applicants will be contacted.**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**