



Together,
we are a team

Trainee Business Development Executive

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Job Summary

A Trainee Business Development Executive focuses on identifying new business opportunities (projects or high level customer meetings) with key customer groups such as Landscape Architects, Engineers, Main Contractors, Groundworkers and House Builders, in line with the targeted campaigns of the team. A Trainee Business Development Executive understands the market, the customers and provides hard landscaping design support, product options or prices in order to generate a new business lead, which is passed to the relevant external sales team member to convert into a new Tobermore specification or order.

Key Responsibilities

The following list constitutes the key tasks and duties of your post upon which your job performance will be assessed. Tasks are not in any particular order; therefore the sequence which they appear should not be interpreted as indicating priority or relative importance.

Key Duties:

- Identify new projects by scrutinizing planning leads & BarbourABI.
- Contact current customers to gain new business projects.
- Contact new, unknown customers to gain new business opportunities.
- Use LinkedIn to identify potential new business targets.
- Follow up on website enquiries to gain new business leads.
- Develop Fast Find Secura downloads into business opportunities.
- Follow up on mailers where customers have clicked & opened the emails to gain new business.

Key Skills:

- Be well organised and have an ability to manage your time
- Enjoy a challenge, be persistent and be driven to succeed
- Have an excellent telephone manner with objection handling skills
- Have excellent written communication skills
- Be driven by a high level of attention to detail
- Be a team player, supportive and prepared to go over and above to help
- Be able to take the initiative and work independently to reach individual & team targets
- Play an active role in team meetings
- Be confident and enthusiastic with a 'can do' attitude

Requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">5 GCSE's including English & Maths A – C	<ul style="list-style-type: none">A Levels / Degree
Experience	<ul style="list-style-type: none">6+ months of customer service experience	<ul style="list-style-type: none">Business development experience,Knowledge of the construction industry
Knowledge, Skills and Competencies	<ul style="list-style-type: none">Very well organised personSelf-motivatedAbility to work as part of a team and independentlyGreat communication skillsAmbitious and keen to success and progressTime managementAdaptable to changeHandling rejectionEngagingTeam playerAbility to plan own approach / strategic thinkerPositive outlookPersistentSystematicCan do attitude	<ul style="list-style-type: none">Telephone selling/tele marketingCRM experience
Physical Circumstances		<ul style="list-style-type: none">Full and clean driving license

Training

A comprehensive 6-8 week Training Program will be provided, covering all aspects of our business, including:

- **Business Strategy**
- **CRM**
- **Internal Systems & Processes**
- **Barbour & LinkedIn**
- **Technical Product Training**
- **Tobermore Design Services**
- **Cold calling techniques**
- **Communication with Customers**
- **Working with other Tobermore teams**
(includes work shadowing time)
- **Planning & Time Management**

Trainee Business Development route of progression:



Benefits of working for Tobermore



Remuneration

The salary for this role is negotiable depending on experience.

Bonus

A bonus scheme is included in the remuneration package for this post.

Pension

You will be eligible to join the organisation's contributory pension scheme

Annual leave

Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.

Holiday Purchase Scheme

We have a holiday purchase scheme available for all employees.

Additional benefits

Being part of an Award Winning Company – ‘One to Watch’ for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.

Award Winning Payroll Giving Employer

Company Branded Clothing

Connect Employee Wellbeing App

24/7 employee support (Medical Healthcare, Health and Fitness, Money Management Support, Discounts with 100's of well-known brands)

Long term career prospects within a growing and financially stable family business.

Online Learning System. Employee access to Library of digital learning

Complimentary Employee Events.

Length of Service Awards.

Structured induction and probation period. Participation in charity fundraising events.

Very strong emphasis on training (internal & external), mentoring and development.

Excellent workplace culture and team approach.



Testimonials



Claire Hayes
Specification Executive

“Tobermore is an all-round excellent company to work for; the culture within the business is exceptional and is evident in every single employee. Tobermore are continually focused on developing their staff, there is unending coaching, support and encouragement for staff to reach their best. My Tobermore career started in the Business Development team where I spent 3 years developing my skills, my Manager knew what my career aspirations were and helped me get to the point of successfully interviewing for an external specification role.”

“I have worked in the Business Development team at Tobermore for nearly 3 years and like many in the team didn't come from a construction background, however the on-boarding process and training plan was very thorough. Within the company continuous improvement is actively promoted from the top down, everyone is constantly striving to be the best they can be and there are many opportunities for personal development – this is supported by the Learning and Development department. I really enjoy working at Tobermore in our friendly and supportive team.”



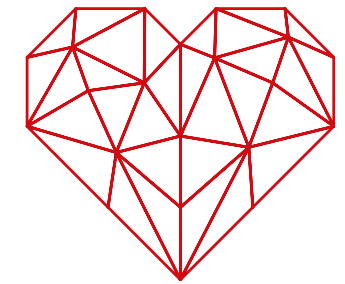
Catherine O'Neill
Business Development Manager



Heart

Humility, Excellence, Adaptability, Reliability, Team

WE RECRUIT
PEOPLE WHO
**SHARE OUR
VALUES**



HUMILITY

People

- We act with strong moral principles demonstrating integrity, sincerity & truthfulness.
- We will say what needs to be said, not simply what you want to hear.
- 'We' over 'I' always.

Customers

- We believe customers are the most important judge of the quality of our products and processes.
- We will listen to our customers, deliver on our promises and be honest.
- We develop great products and great services by focusing on what our customers want & need.

EXCELLENCE

People

- We embrace, encourage and engage in continuous improvement and continuous learning.
- We are driven to be the best in everything we do.
- We strive to deliver great results.

Customers

- Providing customer service excellence is at the forefront of our thinking.
- We focus on building relationships designed to maximise customers product & service experience.

ADAPTABILITY

People

- We are innovative and work smart.
- We are always prepared, organised and motivated to take on new challenges.
- We are receptive and are open to new ideas and change.

Customers

- Continuous improvement is driven from our customer feedback.
- Our team often adapt to meet customer needs.

RELIABILITY

People & Customers

- We always deliver on our commitments.

TEAM

People

- Many of us are more capable than some of us... but none of us are as capable as all of us!
- We celebrate accomplishments as a team.
- We are all brand ambassadors.

Customers

- Our teams all work together, delivering you a world-class service.
- We can guarantee you the best team will be working on your project.



Tobermore

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