

Job Title: Business Development Executive

Location: Full-time from the office in Whitefield, Manchester or Maldon, Essex

Salary: £25,000 to £35,000 per annum (DOE), plus commission

Reporting to: Business Development Manager (ITAD)

About Us

We are a high growth fast paced leading end-of-life IT Asset Management business dedicated to managing all aspects of technology and data securely and sustainably. We guarantee client data security to the highest Government standards, emphasising re-use and revenue generation. Our services range from organisation-wide desktop refreshes and data centre to Cloud migrations to BAU disposal requirements, ensuring complete compliance with GDPR and WEEE legislation. We are honoured to have received the distinguished King's Award for Enterprise: Promoting Opportunity 2024. This esteemed recognition celebrates our innovative prison recycling program which has not only significantly contributed to environmental sustainability but has also facilitated the successful reintegration of prisoners into society

Our Mission

We are committed to delivering social value through end-of-life IT, providing second chances for both equipment and people within our business and community. Being part of our team means contributing to meaningful change, from our prison workshop initiatives to continual service improvements.

Role Overview

As a Business Development Executive, you will support the Business Development Manager in driving growth by managing administrative tasks and assisting in the execution of business development strategies. Your role will involve maintaining client relationships, handling administrative duties, and ensuring the smooth operation of the business development process. Your responsibilities will include:

- **Administrative Support:** Manage the administrative side of business development activities, including scheduling meetings, preparing presentations, handling correspondence, maintaining CRM systems, and preparing regular sales forecasts, reports, and analyses for the Business Development Manager.
- **ITAD Sales and Account Management:** Utilise your experience in ITAD sales and account management to build and maintain strong relationships with clients.
- **Tech Sales:** Leverage your technical sales experience to identify client needs and recommend the most suitable equipment to meet the customers' requirements.

Manchester Office



59 Stanley Road, Whitefield, Manchester, M45 8GZ

 0161 777 1000  service@tier1.com

Co. Reg No: 03708416 VAT No: 588 88 28 53

Maldon Office

1-3 Baltic Wharf, Station Road, Maldon, Essex, CM9 4LQ

 01621 484 380  service@tier1.com

Reduce. Reuse. Recycle.



- **Customer Relationship Management:** Assist in maintaining and strengthening relationships with existing clients to ensure high levels of customer satisfaction and repeat business, handling client inquiries and providing timely responses.
- **Sales Reporting:** Support the preparation of regular sales forecasts, reports, and analyses for the Sales Director.

What We're Looking For

We are seeking a highly organised and proactive Business Development Executive with strong administrative skills and a customer-focused approach. The ideal candidate will have:

- **Experience:** At least 1 year of experience in a similar role, ideally in the IT lifecycle industry or a related field.
- **Organisational Skills:** Exceptional organisational skills to manage multiple tasks and client accounts effectively.
- **Communication Skills:** Excellent verbal and written communication skills with the ability to interact professionally with clients and colleagues.
- **Computer Literacy:** Proficient in using various software applications and sales tools, including CRM systems.
- **Detail-Oriented:** Strong attention to detail with the ability to prepare accurate reports and documentation.
- **Self-Motivation:** Ability to work independently, set goals, and stay motivated to achieve them.
- **Interpersonal Skills:** Excellent interpersonal skills to build and maintain relationships with clients and colleagues.

Benefits

- Competitive salary ranging from £25,000 to £35,000 per annum, dependent on experience.
- Commission plan offering significant earning potential.
- Opportunity to work with a dynamic and growing company committed to sustainability and social value.

Join us to make a tangible impact in the ITAD industry by driving sales, building client relationships, and contributing to our mission of sustainability and social value.

Sound like you? We'd love to hear from you!

Manchester Office

59 Stanley Road, Whitefield, Manchester, M45 8GZ

T 0161 777 1000 **E** service@tier1.com

Co. Reg No: 03708416 VAT No: 588 88 28 53

Maldon Office

1-3 Baltic Wharf, Station Road, Maldon, Essex, CM9 4LQ

T 01621 484 380 **E** service@tier1.com

Reduce. Reuse. Recycle.



tier1.com