



Job Description

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| Job title: | Business Development Manager |
| Reporting to: | Chairman Managing Director |
| Hours: | Monday to Friday – core hours 9am to 5.30pm |
| Location: | Head office Singapore with travel as required |

Purpose of the position

The Business Development Manager, has overall accountability for the commercial and operational performance of the Singapore business verticals. The position will initially be responsible for leading the development and execution of a growth plan to drive new business for the operation. They follow targets, guidelines and directions resolved by the company board and carry out the boards resolutions.

Responsibilities & duties

- Understand the supply demand dynamics of the industry, key industry players, and major clients
- Deep insight and awareness of current market conditions and the major infrastructure projects in the world (**Underwater diving services, Port Agency Services, Radio Survey, UTG**) that are currently at the planning and bidding stage and requires services that we provide.
- Build, develop and maintain an excellent relationship with the key decision makers and next in line of major companies that require our services and achieve closure of sale.
- Have good experience dealing with Ship Owners, Charterers and Ship Managers
- Develop excellence in all areas of shipping sales, have a deep technical knowledge and be fully aware of industry concepts, theories and maritime case studies/news.
- Research and identify new prospects as well as generate more business from existing clients across all business lines and group companies.
- Attend industry events, conferences, seminars/webinars to ensure you are up to date on industry and market news as well as developments with clients and decision makers
- Update all meeting minutes, client contact details into the sales reports as well as plan, strategize and define next actions
- Create and deliver client presentations, proposals, negotiate best rates and finalize contracts
- Maintain the sales pipeline so that it is continuously up to date
- Innovate new techniques and methods to increase sales, revenue and profit margins
- Review progress reports, customer needs and pricing strategies

Professional experience & competencies

- Previous experience as a Business Development Manager with managerial experience
- 5+ years experience in the Singapore & other shipping dominant regions/countries.
- Extensive experience of the shipping and maritime business
- Having existing experience dealing with Ship Owners, Charterers and Ship Managers
- Preferred language proficiency: Chinese or mandarin fluency

Key Performance Indicators

- **Commercial – 65% weighting**
Ensure all assets are 100% utilised and there are clear employment plans for when they are coming out of contracts / agreements
Develop and build up commercial activity for all business verticals
Daily and weekly sales updates to be delivered to management
- **Internal Processes – 20% weighting**
Follow internal processes, policies and procedures
Ensure sales pipeline is continuously up to date
Ensure appropriate systems are used as required
- **Self and development - Weightage: 15%**
Self: Attend seminars / webinars 1 every 6 months for industry trends, networking and insights