

Sales & BD Manager Job Description

Company	: Moalajah FZC
Department	: Sales and Business Development
Section	: SG&A
Reports To	: General Manager
Location	: HO- Moalajah Ajman
JD #	: JD_SBD_001

Position Summary

The **Sales and Business Development Manager** is responsible for managing the Sales and Business Development department of Moalajah. He/She is in charge of deploying the Sales & BD strategy of Moalajah, by generating leads, preparing and submitting offers, negotiating and closing business relationships. He/She is also responsible for coordinating on the Sales & Business Development related aspects with the Veolia Middle East Headquarter.

Key Responsibilities

Sales & Business Development Strategy

- Gather market knowledge in the UAE regarding Moalajah scope of activity
- Analyse past records of sales activities
- Support the General Manager in the definition of the Business Development Strategy for Moalajah
- Planning and overseeing new marketing and digital initiatives to boost the sales
- Prepare marketing presentations and sales displays

Manage the Sales & Business Development Department

- Set Targets for all the Sales and Business Development Department team, in link with the department sales targets
- Define roles and responsibilities of the team, and assign projects accordingly
- Follow up on the team progress and support them to reach their targets
- Ensure respect of the deadlines for bid submission

Lead Generation

- Identify new sales leads
- Ensure a tender watch is being done, and that all the administrative processes needed to answer calls for tenders are being maintained
- Pitch Moalajah range of services to potential clients
- Research the needs of targeted companies and identify the decision makers
- Attend conferences, meetings, and industry events on behalf of Moalajah
- Support the O&M teams to identify potential upsell / cross-sell opportunities on existing contracts

Offer Preparation, Submission and Negotiation

- Evaluation of the tender documents and/or clients requirements
- Preparation and/or review of the technical and financial proposals
- Negotiation of submitted offers
- Draft and review contracts
- Prepare all required administrative paperwork related to new contracts with the support of the Administration Department
- Support the O&M team during the mobilisation period

Business Partners Relations

- Maintain fruitful relationships with existing customers
- Identify or proposes potential business deals by contacting potential partners; discovering opportunities

Coordination with Veolia Middle East

- Report to the management about Sales and BD activities
- Participate in the coordination meeting with Veolia UAE and ME
- Organise the Veolia and Moalajah engagement committees, and prepare all the related documentation

QHSE & Compliance

- Strictly adhere to QHSE and Compliance Standards
- Follow all HSE policies and procedures.
- Employ safe work practices
- Report all Incidents (Near Misses and Accidents) to the Safety Officer/Manager.

Competency Requirements

Ability to:

- Manage a team
- Negotiate
- Handle pressure and meet deadlines
- Manage Conflict
- Communicate efficiently
- Plan and organise work efficiently
- Makes effective decisions taking into account all relevant information and resources

Knowledge of:

- Basic Finance
- Sales and Marketing concepts
- UAE water and wastewater Market
- Water and wastewater systems and hazards associated with them

Special Requirements:

- Excellent written and spoken English
- Written and spoken arabic is a plus
- Women applications encouraged

Education and Experience

Educational Level

- Degree/ Diploma in Engineering or business development or related field

Experience

- 5 years or more experience in wastewater industry

Licenses and Certification

- Valid UAE Driving License