

Role	Sales and Business Development Executive
Reports to	General Manager - Commercial
Date	From January 2017
Position	Full Time
Experience	Ten years Commercial, Sales & Marketing, Customer Service, Logistics, Accounting and Chartering experience (preferred but not essential).
Level of Authority	Quote Tariff and Approved Rates Verify and approve Invoices Preparing the allocated trades Sales and Marketing budget
Direct Reports	Nil
Position Interactions	General Manager Commercial Sydney NPL and PFL Sales and Business Development Representatives NZ, Australia, Fiji, Kingdom of Tonga, PNG, Nauru, USA, Asia and Solomon Islands
Location	Sydney, Australia

The Company

Neptune Pacific Agencies is a shipping Company providing regular and reliable shipping services to Pacific Island importers and exporters under the Neptune and PFL brands.

Our multipurpose vessels load both break bulk and container cargo in Australia and New Zealand for Fiji, Samoa, American Samoa, Kingdom of Tonga, Nauru and Solomon Islands plus NVOCC spanning across our global networks.

Services provided include air and sea freight, agency services for third party principals, stevedoring, container park operations, freight forwarding, transport, equipment sales, plant hire, storage and warehousing, materials handling and logistics and chartering / tonnage brokerage.

The team at Neptune Pacific Agencies is focused on providing customers with an efficient, responsive and professional service whilst embracing our core company values.

This Sales and Business Development Executive role is based at our group HQ in Sydney responsible for business development across all brands.

Sales and Business Development Manager Attributes

- High level of integrity
- Accepts Responsibility
- Conscientious
- Team Player
- Professional
- Customer Focused

- Able to communicate at all levels
- Able to travel as approved to allocated trade locations as required by the Company relative to the business requirements.
- Comply with Company policy, procedures and processes.

Main Tasks

- Develop our business reach across our core activities
- Profit and Loss Accountability
- Budget planning and administration
- Competitive and Strategic Pricing of cargoes and commodities
- Contract Negotiations and Compliance
- Monitor competitors
- Supports the agency team
- Measure and monitor agreed KPI
- quantification of new liner /NVOCC business activity.
- Assist maintenance of existing customer support and develops new business as their business also dedicates
- Reporting as per internal timelines
- Business Development – across all sectors of NPL Group activity
- Use and implementation of Shipnet, Sales Management System (SMS)
- LEAN awareness and daily involvement
- NPL Group company compliance
- Staff training
- Travel and Presentation as deemed required

Main Responsibilities

- Monitor rates with a view to maximizing revenue
- Maintain the Lines freight tariffs
- Monitor competitor activity, actions and schedules
- Maintain close relationships with existing key and developing new accounts
- Review and action customer debtors list
- Develop customer and trade statistics
- Prepare and present freight proposals and contracts
- Report as required by the Line and Sales and business development and reporting requirements.
- Such other related tasks as may be deemed necessary by the Management/Company from time to time.

Project Tasks

- Implement customer call plan for each allocated trade lane
- Compile customer and trade database
- System to monitor competitor schedules, rates and support levels

KPI's

- Revenue liftings on each trade sector
- Average revenue on each trade sector

- Customer call plan maintained – 10 calls per week minimum
- Development of new business – 15 accounts a quarter
- Relationship with key customers
- New business achieved
- Contribution to SOAP

Time Allocation Main Tasks

Main Tasks	
Customer and Sales Activity	25%
Business Development – New Business	35%
Reporting & Statistics	10%
Administration (claims, stats, reports, debtors, schedule etc)	10%
Tariff Maintenance	5%
Traveling	15%