

POSITION DESCRIPTION

POSITION TITLE	Business Development Manager/Business Unit Manager – Dunbrae Furniture Concepts
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	President
DIRECT REPORTS	2
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	The main purpose of this position is to find and development new business opportunities for potential revenue streams domestically in the Philippine market aligned with our business development strategies.

SPECIFIC OBJECTIVES

1. Play and integral part by contributing to the development and refinement of the Company's growth and vision strategies
2. Conduct regular market research and analysis ensuring that the Board of Directors are up to date with local market trends and developments
3. Prepare and present business proposals in line with the business development strategies for consideration by the board of directors
4. Develop, review, and report on the business development division's strategy, ensuring the strategic objectives are well understood and executed by the team.
5. Liaise and work with other key personnel within the business to assist in the development of the business proposals
6. Liaise with key personnel within the business on the implementation of the company's strategic and operational plans
7. Assist in preparing the business for the implementation of any approved business development strategies so as to ensure their success
8. Oversee the Digital Marketing and Web Project Team – so as to ensure that the Dunbrae Furniture Concepts are receiving the highest level of support
9. Assigning and allocating resources to achieve specific business unit results – including you personally doing client calls and developing client relationships

10. Develop, review and report monthly on you and your teams activity (client meetings), forecasted sales activity designed to reach revenue goals for coming months, tracking of brand awareness and market share, plus any additional Metrix which you feel will be of value to the management team
11. Ensure the highly successful deployment of the brand and product ensuring that we deliver an exceptional level of customer service to those customers.
12. Be a driving force in the continued growth and development of the Dunbrae Furniture Concepts Business Unit
13. Build, develop and retain a dedicated team who live and breathe the company's core values
14. Carry out supervisory responsibilities according to company policies and applicable law
15. Responsible for interviewing, hiring and training employees – planning, assigning and directing work – appraising performance – rewarding and disciplining employees – addressing complaints and resolving problems in consultation with our HR Manager
16. Build, develop and retain a dedicated team who live and breathe the company's core values
17. Other Function as required

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Development of company's growth and vision strategies	Active participation and contribution of thoughts and ideas towards specific growth strategies
Collate and report on relevant market research pertaining to market trends and developments. Collecting important information that reflects changes in market conditions and trends writing the appropriate market research reports.	Awareness of market trends and developments Business benchmarking
Prepare and present comprehensive potential business proposals containing all relevant information that will enable the board of directors to make informed decisions.	Number of proposals presented Completeness of proposals
Think "outside the box" – develop new models and frameworks for business growth and expansion.	Formulation of new concepts for the organization, not being constrained by what already exists.
Provide regular updates, both informal and formal to the senior management team on progress of potential business opportunities	Effective communication and reporting

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Working collaboratively with other members of the Global community	Evidence of effective internal/external relationships
Develop and lead the Business Development Team. Ensuring that they are pro-actively and effectively supporting the Dunbrae group of business's needs by providing modern marketing material for the promotion of the business.	Internal and External client feedback
Plan for and anticipate change – internally and externally.	Evidence of effective change management
Observe OH&S and company policies.	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and participate in their further development by identifying risks and escalating them appropriately. Observe company policies
Managing and Supervising Sales Representatives by assigning sales activities & targets and measuring their KPIs	Best Performing Sales Representatives
Making sure that the project is managed properly from start to end. 1) Design that would resonate with the client's needs and requirement 2) Correct Material Specification 3) On time delivery 4) Proper installation 5) Successful Turnover	Positive client feedback; Future Referrals
Any other duties, consistent with the role, or duties as required from time to time by the Sales and Marketing Manager, Business Unit Managers, the President or other relevant department managers.	

COMMUNICATION (regularly communicates with)

Board of Directors, President, Business Development Team Philippines, Australia Team

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		
Bachelor's Degree in Architecture, Interior Design, Business, Engineering, Marketing		✓

Dunbrae Philippines Inc.

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 Gateway Park, Phase 1, Subic Bay Freeport Zone 2222 Philippines

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Email : info@dunbraephilippines.com

Web : www.dunbraephilippines.com

Master's Degree is an advantage	✓	
WORK EXPERIENCE		
Minimum 5 years' experience in Business Development/Sales/Marketing in the Design & Construction Industry		✓
Familiarity and exposure to Interior Design/ Furniture Design/Joinery Design and Branding		✓
TECHNICAL KNOWLEDGE		
Intermediate to advanced skills in Microsoft Product Suite		✓
Can read and interpret Architectural Plans and Drawings		✓
Project Management & Project Coordination Skills		✓
Can understand and interpret Accounting Reports		✓
LANGUAGE SKILLS		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES

Hardworking, energetic individual, Detail oriented, Problem Solver, Superior Customer Service skills, Think outside the box, Ability to multi-task and make good decisions, Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach, Excellent level of integrity, Trustworthy and target-oriented, Ability to work autonomously

JOB SPECIFICATION ACCEPTANCE

EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		



Part of the DUNBRAE Group of Companies.

Employee Name	Signature	Date

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