

Business Development Specialist Job Description

Job Title	Business Development Specialist
Department	Print Services
Location	Remote / Office
Responsible To	Director of Print Services
Normal Hours	Monday – Friday (Full Time 40 Hours)

Job Description

Citipost Mail is the UK's leading privately owned DSA provider, utilising expert knowledge and experience to provide outstanding service and cost savings for both UK and International Creative, print and Direct Mail campaigns from concept to delivery.

This is a Position, to provide growth predominantly to the print management division of the business but will touch all divisions of the organisation.

Key Responsibilities and Requirements are as follows: -

- Developing new business opportunities and selling the print services solutions to brands and organisations
- Identifying postage, data and creative opportunities where possible to deliver a full-service solution
- Attending client meetings, networking events and identifying sales opportunities.
- Liaise with suppliers where necessary to ensure work is completed and delivered to your client's expectations.
- Work closely with the other areas of the business to integrate the print services
- Provide support both with clients and staff where required
- Manage individual budget to ensure targets are met

Skill Set

- Outgoing confident personality
- The ability to provide a solution to a client based around their individual requirements
- Organised with a good attention to detail
- Customer Service driven
- Excellent communications skills
- Good general knowledge of Microsoft Office and associated programs (Excel, word, PowerPoint etc).
- Good knowledge of the industry
- Full UK driving license
- Honest and reliable.
- Flexible approach to working hours.
- Proven track record of winning new business