



Business Development Manager

Job Title: Business Development Manager
Department: Commercial
Reports to: Commercial Director
Reporting to this Discipline:
Location: St. Gallen, Switzerland

- Qualifications**
- Degree in an engineering or geotechnical discipline
 - Relevant work experience in the oil & gas sector, renewable energies, offshore construction
 - Offshore geotechnical site experience at Project Management level
 - Familiarity with and experience in Sales and Marketing
 - Willingness to travel
 - Fluency in English required, any other spoken/written languages considered an asset

- Key Attributes**
- Methodical Approach
 - Reliable
 - Confident Speaker with flair Sales and Marketing
 - Independent
 - Tenacity
 - Self Motivated
 - Dedication
 - Entrepreneurial approach to work
 - Diligence
 - Confidentiality
 - Flexibility

JOB SUMMARY:

The Business Development Manager is responsible on preparing technical and commercial proposals with involvement in the whole Sales and Marketing process. The position covers the full cycle of sales and marketing including, marketing, making contacts with existing or new clients, building business in new regions or in new business areas, securing invitations to tender, assisting with the strategy of if and how to approach the work, drafting technical and commercial proposals and negotiating the contract up to award, as well as following up with the client at all stages or stages of the cycle. This include evaluating marketing opportunities and markets, business analysis of clients and competitors and assisting with the company's business model and business plans.

The Business Development Manager will be required to travel globally. The aim of these business trips will be to liaise with existing and prospective clients, represent the company at industry events and further extend the company's existing industry contacts.

RESPONSIBILITIES:

Every employee shall be held accountable and responsible for:

- adhering to the Geoquip Marine Policies and Procedures relating to quality, health, safety and the environment. All Geoquip Marine personnel should not only adhere to the policies and procedures but should actively promote their contents to continually improve QHSE both offshore and onshore.



Business Development Manager

The duties assigned will be varied; these will include but not be limited to the following:

- Accountability is a key element of our Health and Safety Framework. To achieve our core values, leaders and employees across our entire organization must take accountability for health and safety.
- Facilitate, monitor and ensure the day to day implementation of Geoquip's IMS policies/processes/procedures relevant to Sales and Marketing and in particular to the tendering process.
- Reports directly to and provides support to the Commercial Director for all elements of the sales and marketing process.
- Prepares technical and commercial proposals.
- Provides input into the client and tender data bases.
- Assists the Tendering Manager to maintain the tender process.
- Works closely with the Commercial Director in the drafting, reviewing, negotiation of client contracts, supplier contracts and subcontracts.
- Communicates with all internal specialists (Operations, Projects, Logistics, Contractual, Legal, QHSE, etc) and 3rd party suppliers/subcontractors.
- Assists the Commercial Director in preparing reports, analysis and reviews on market trends and tendering performance.
- Attends workshops, trade shows, and seminars to keep up-to-date on changes in the industry.
- Sets up meetings with potential Clients to showcase our abilities.
- Generates leads and provide follow up to convert these leads into invitations to tender.
- Build relationships with new clients.
- Develops industry specific marketing and technical material to target a particular market
- Plays an active and daily role in marketing activities (website, LinkedIn, brochures, newsletters)
- Accountable and responsible for the Business Development activities in his/her areas.
- Technical and commercial review of tenders drafted by others.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

LIAISON

The Business Development Manager reports to the Commercial Director and liaises with all other members of Commercial and Acquisition Department.