

1. POSITION:

COMMERCIAL SALES EXECUTIVE

2. BASIC RESPONSIBILITIES:

Commercial Sales Executive to Portland Harbour Authority Limited or its successors in title, with responsibilities to support the General Manager Commercial (GMC), Sales Manager (SM) and Cruise and Marketing Manager (CMM) in securing and managing of business for Portland Port Group.

3. WORKING RELATIONSHIPS:

Report to the SM, Portland Harbour Authority Limited with secondary report to the CMM.

Liaison with new, potential and existing commercial customers, cruise passengers and other harbour and land users, local service providers, national, regional and local authorities, and with the Marine, Landside Services and Finance departments of the Portland Port Group (PPG).

4. GENERAL DUTIES AND RESPONSIBILITIES:

- 1) Develop new business for the services and facilities of PPG through ship owners, operators, managers, agents, cargo operators and tenants both nationally and internationally.
- 2) Undertake all necessary market analyses and market research required in support of all business development activities undertaken by the Commercial Department.
- 3) Identify new market opportunities and leads to develop new business for PPG.
- 4) Target the development of new cargo trades through Portland Port.
- 5) To negotiate prices, terms and conditions with customers within the guidelines as set out by the GMC.
- 6) Attend face to face and online meetings with customers and potential customers to promote the services and facilities of PPG.
- 7) To represent PPG at selected exhibitions, conferences and trade fairs both within the UK and overseas as and when required.

- 8) Liaise with both customers and the Marine and Landside Services departments on a day to day basis to ensure that all commercial requirements are fully serviced.
- 9) Provide full administrative support to the GMC, SM and CMM as and when required.
- 10) Provide support to, and co-ordination of, cruise calls made to the port as directed by the CMM to ensure the smooth operation and success of any such visits.
- 11) Ensure smooth and efficient liaison with the Finance and Administration Manager for all contracts and commitments to the company's customers so that accurate and timely billing and income collection can be achieved.
- 12) Assist in the drafting, preparation and issue occasional newsletters and mail shots as and when required by the CMM.
- 13) Assist in the maintenance and updating of the company website on a regular and planned basis ensuring that it is up to date at all times.
- 14) Draft and prepare press releases as and when required by the GMC or CMM.
- 15) Undertake all and any other duties as deemed appropriate by GMC from time to time.
- 16) The Commercial Sales Executive is expected to be available during all normal office hours and at such other times, including weekends and Bank Holidays, as may be necessary in the performance of their duties. As the ports operation is by necessity to cover a 24-hour, 7 days a week operational requirement, this means that the Commercial Sales Executive will be required to work outside of normal office hours from time to time as the operational requirements demand.
- 17) Ensure that any customer contracts or offers made by the Company comply with all relevant Health and Safety legislation whoever and whenever appropriate. This to include, but not be limited to, the following legislation in particular:-
 - i. The Docks Regulations 1988.
 - ii. The Health and Safety at Work Act 1974 and its various amendments.
 - iii. The Offices, Shops and Railways Premises Act 1962.
 - iv. COSHH Regulations.
 - v. The Merchant Shipping Regulations (various)

- vi. Legislative/operational requirements of HM Customs and Excise, Port Health Authority, Special Branch, Police and other emergency services.
 - vii. Dangerous Substances in Harbour Areas Regulations 1989.
 - viii. The Pilotage Act 1987.
 - ix. The Prevention of Oil Pollution Act 1971
 - x. The Portland Harbour Revision Order 1997
 - xi. All other legislative requirements relevant to Port, Shipping, Marine, Land Estate, construction and demolition operations.
- 18) Undertake such training and personal development as deemed appropriate by the GMC from time to time.
- 19) To maintain a clean, tidy and professional personal image at all times when representing the company on all visits away from the Dock Estate.
- 20) Undertake such duties and act in such capacities as defined in this job description and Contract of Employment when performing work directly for, or on behalf of, or in association with the work requirements and activities of the following Portland Harbour Authority Limited parent, subsidiary or associated companies:-
- i Portland Harbour Limited
 - ii Portland Port Limited
 - iii Any other Portland Port Limited parent, subsidiary or associated company.