


## Job Specification

<b>Position</b>	OEM Commercial Executive
<b>Reporting to</b>	OEM Commercial Manager
<b>The Company</b>	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
<b>Purpose of Role</b>	<p>Brigade Electronics Group Plc directly or via its subsidiaries and distributor partners currently manages various OEM businesses within the commercial vehicle and mobile machinery market. The growth in this business as a Tier 1 supplier requires an additional commercial executive to work within the OEM Sales team to take full profitable advantage of these commercial opportunities and relationships.</p> <p>Due to growing customer demand and Brigade's capability in this sector, this position offers the successful candidate the opportunity to develop in a unique role with both commercial and technical responsibilities.</p> <p>This role requires an individual with a focus on customer service. (S)he should have an enquiring mind and be willing to take the initiative, within the corporate guidelines, to sustain current business and develop new business, ensuring Brigade's customers are provided with quality products &amp; customer service, further establishing the Brigades Brand position.</p> <p>The position requires interaction with all departments within Brigade, in particular Operations, Engineering and Product Management, ensuring the customer expectations are met in terms of time, cost and quality and</p>

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	<p>that Brigade's liabilities are managed proactively and with limited risk.</p> <p>The position will be based in our head office in South Darenth, Kent, with up to 2 days / week home working. There will be a need for frequent customer contact by video or phone and occasional travel to Europe and possibly further afield to support the customer base on local sites. Exhibition attendance will also be needed as deemed necessary.</p>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provide day to day support for the activities of the OEM sales team.</li> <li>• In line with the OEM Sales strategy via direct or indirect supply working closely with subsidiaries and distribution partners as needed continually fostering mutually beneficial profitable relationships.</li> <li>• Within the department guidelines, take a proactive approach to identify account risks &amp; issues and work with colleagues throughout the company to prevent these occurring or mitigate the effects of occurrences.</li> <li>• Overseeing/managing the smooth supply of our products to customers and looking for opportunities to improve processes with active involvement of forecasting demand from customers.</li> <li>• Day to day Project Management activities working with other departments ensuring customer expectations are managed and where possible exceeded.</li> <li>• Liaising with other departments to ensure customer requirements for product development, updates and other processes are met in a timely manner.</li> <li>• Use web-based customer systems to update information required from Brigade and to download information provided to Brigade.</li> <li>• Utilise Brigade ERP systems (Phocas &amp; Business Central) and Dynamics CRM, to manage current and new business and support our customers.</li> <li>• Participate in risk management activities to protect Brigade liability and commercial risk and advising Management as needed.</li> <li>• Prepare reports to Management on current and new OEM Sales opportunities &amp; accounts.</li> <li>• Actively seek out new business opportunities and follow up sales leads generated from within the Group.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support and attend opportunities (Exhibitions, seminars workshops etc) to grow Brigades OEM business ensuring Brigade is well prepared for changes in customer demand and can maximise opportunities that arise.</li> </ul>
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• Team working, co-ordination and co-operation with all colleagues (internal &amp; external)</li> <li>• Direct &amp; effective communication at all levels within the business environment with colleagues and customers.</li> <li>• Participation in team meetings, training courses and workshops as required.</li> <li>• Close links with staff will need to be developed and maintained in order that corporate objectives are met.</li> <li>• Required to present a positive and professional image at all times enhancing Brigade's brand and image.</li> <li>• Ensure that an excellent proactive supplier/customer relationship is established and maintained at all times.</li> </ul>

## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1. Degree educated in Business management, Finance or Engineering discipline or similar qualification</li> <li>2. 5-6 GCSE's at Grade C or above including Maths and English.</li> <li>3. High level of numeracy and literacy</li> <li>4. Above average computer literacy</li> </ol>	<p>Industry Experience or Training from a major Automotive OEM in business management processes and product qualification.</p> <p>BTEC, NVQ/City &amp; Guilds or similar qualification in electronics/engineering.</p> <p>Training in sales and negotiation</p> <p>Prince 2 or formal Project management training</p> <p>Interest in obtaining further professional qualifications e.g. CEng, MBA, Institute of Marketing</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1. 2 years or more experience in automotive, pharmaceutical, aeronautical, FMCG or similar complex manufacturing industry.</li> <li>2. Experience of unravelling and solving complex problems.</li> <li>3. Successful team member but also able to take the initiative and be self-motivated.</li> <li>4. Genuine interest in modern technology and capable of quickly understanding unique selling points and product attributes.</li> <li>5. Working and negotiating with colleagues and customers to deliver profitable business.</li> </ol>	<ol style="list-style-type: none"> <li>6. Working knowledge &amp; first-hand experience of OEM &amp; Tier 1 business operating and product qualification processes or similar complex business</li> <li>7. Ability to “close” a deal as well as maintaining ongoing contracts.</li> <li>8. Experience in reviewing sometimes complex commercial contracts.</li> </ol>
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1. Self-motivated and takes full responsibility for the quality of own work.</li> </ol>	

<ol style="list-style-type: none"> <li>2. Flexibility to multi-task</li> <li>3. Resourceful to provide technical and commercial support</li> <li>4. Practical aptitude with methodical approach to detail</li> <li>5. Able to work to tight deadlines</li> <li>6. Eager to learn especially new technologies</li> <li>7. Natural respect for company and colleagues</li> </ol>	
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. Good level of communication skills with the ability to communicate effectively with customers, management and colleagues.</li> <li>2. Very clear spoken English is critical</li> <li>3. Helpful and approachable</li> <li>4. Strong focus on delivering excellent customer service</li> </ol>	<p>2<sup>nd</sup> language an advantage.</p> <p>Co-ordination between different functions.</p>
<p><b>Other requirements</b></p> <ol style="list-style-type: none"> <li>1. Innate time manager</li> <li>2. Flexibility to work occasionally beyond normal business hours when required</li> </ol>	

Employee Signature: \_\_\_\_\_