

# Northamptonshire Chamber

## *Personnel Specification*

**Job Title:** Business Development Executive

**Department:** Membership

**Candidate:**

**Date of Interview:**

Criteria for Selection	Score					
<i>Essential Criteria</i>	1	2	3	4	5	6
<ol style="list-style-type: none"> <li>1. Relevant work experience in a B2B sales environment</li> <li>2. High levels of influencing, persuading, negotiation and facilitation skills</li> <li>3. Ability to communicate clearly and appropriately both verbally and in writing to all levels</li> <li>4. Excellent IT skills with previous experience of client management systems</li> <li>5. Working knowledge of social media platforms</li> <li>6. Confident presentation skills</li> <li>7. High levels of drive and self motivation</li> <li>8. Target driven</li> <li>9. Flexible approach to working.</li> <li>10. Ability to work in a team as well as on own initiative.</li> </ol>						
<b>Essential Totals (X2)</b>						
<i>Desirable Criteria</i>						
<ol style="list-style-type: none"> <li>1. Access to Transport</li> <li>2. Previous knowledge of membership organisations</li> </ol>						
<b>Desirable Totals</b>						

1 - Untested

2 - Unacceptable

3 - Aptitude to perform with training

4 - Acceptable to perform job

5 - Slightly more than acceptable

6 - Much higher than acceptable