

Position Description

Vacancy Title: **Business Development Executive**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Business Development Executive is responsible for expanding TotalEnergies' non-fuel business activities in Fiji and Tonga. This involves identifying and developing new standalone revenue opportunities, ensuring standardized service delivery across the network, and contributing to volume growth. This position reports to the Non-Fuels Development Manager.

Outcomes

Organisational Stakeholders

1. Business Development

- Opportunities to develop QAS and Wash standalone sites, in accordance with annual targets, are identified and developed. A robust pipeline of potential sites is maintained.
- Compelling business plans justifying investments for each site are developed and presented, securing necessary approvals.
- Development projects for approved sites are successfully executed, with effective collaboration among internal stakeholders ensuring timely and on-budget completion.
- Opportunities for other potential non-fuel activities are continuously explored and evaluated, contributing to the diversification of revenue streams.

2. Marketing and Sales

- Effective marketing campaigns for the QAS and Wash network are developed and implemented in collaboration with the Marketing Team, driving customer awareness and adoption.
- Volume targets for the standalone QAS and Wash network are consistently delivered or exceeded, contributing significantly to overall business growth.

3. Standardization of Service Quality

- Standardised service quality procedures are established and implemented across the QAS and Wash network, ensuring a consistent customer experience.
- Key performance indicators (KPIs) are developed and monitored to effectively track service quality and performance, identifying areas for improvement.
- The long-term viability and competitiveness of the commercial offer across all outlets are ensured.

4. Card Development

- Systems to facilitate seamless Card use across the QAS and Wash network are developed and implemented, enhancing customer convenience and loyalty.
- Strategic partnerships with Original Equipment Manufacturers (OEMs) are explored and pursued to expand the reach and utilization of the QAS network.

5. Teamwork and cooperation

- Effective collaboration is maintained with relevant departments to ensure alignment with overall business objectives.
 - This includes actively participating in joint projects and sharing business development insights to support other teams.

6. TotalEnergies' image and value standards upheld.

- TotalEnergies' image and value standards are consistently demonstrated and promoted in all interactions and activities.
- A collaborative and supportive team environment, where TotalEnergies' values are upheld and promoted, is fostered.
- Guidance and support are provided to team members in embodying and communicating the organisation's values.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

Competence	Description
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration, Marketing, International Business	or related field.

Work Knowledge and Experience

- Five or more years of experience in sales and business development.
- Strong communication and interpersonal skills.
- Innovative with a familiarity in technical and digital innovation.
- Strong planning and time management skills.
- Project management experience is beneficial.
- Proficient in Microsoft Office suite.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Commercial and B2B	
	Finance Team	
	Lubes	
	Retail - TMs and Marketing	
External		
	Service station dealers and 3rd party QAS operators	

Attributes

Behavioural Styles

- Achiever** Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Resilient** Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Objective** Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

Submit a cover letter and current CV, addressing the critical competencies of the role. All applications must be submitted via job portal link. Any emailed applications will NOT be accepted.

Contact for Enquiries

Contact Name: Leonarda Patterson

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Closing Date: 16 Feb 2025