

Business Development Sales Representative

Reports to: BD Supervisor or National Sales Manager or VP of Sales and Marketing

Supervises: n/a

Overtime Pay Status: Non - Exempt

Primary Duty:

Working in a team environment, responsible for business development activities focused on growing and expanding our customer base.

Essential

Job Functions:

- Responsible for building customer relationships, managing and maintaining accounts;
- Call prospective customers in designated market area to qualify leads and explain types products and services offered;
- Introduce and select products based on application needs via phone, emails, web leads, RFQ, Sizing requests, etc;
- Develop accounts and / or hands off accounts to Outside Sales for further follow up and development;
- Provide customer service regarding price, delivery, RMA coordination and resolve customer complaints;
- May provide technical support such as trouble shooting, technical data and information;
- May visit accounts, based on need, to further qualify, develop and evaluate potential;
- May attend trade shows, seminars and motion an motor fairs;
- May Provide Marketing department for information and feedback from customers;
- May support and coordinate local sales promotions such as direct mailers, email blasts, motion and motor fairs, etc.;
- May provide training to employees as required;
- Provide Monthly reports;
- Support distributions sales growth via trainings, and support;
- Work with Accounts Receivables to collect delinquent payments;

Collateral Duties:

- Perform other tasks and special projects as needed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands-to-finger, handle, or feel, reach with hands and arms, sit, talk, and hear. The employee is frequently required to stand and walk. The employee is occasionally required to balance and stoop, kneel, crouch. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- Bachelor Degree;
- At least 2 years of related experience;
- Good written and verbal communication skills;
- Good computer skills;
- Must have a valid driver's license, automobile in good condition, automobile insurance and ability to drive;
- Driving record in good standing as noted in our employee handbook;