

JOB DESCRIPTION

Job Title: Business Development/Outside Sales Representative

FLSA Status: Exempt

Hours: Full Time

Reports to: President

Summary: The Business Development/Outside Sales Representative is responsible for maintaining and growing the Company's customer base. It is expected that the sales representative will continue to develop existing business relationships and also create new opportunities through referrals and strategic marketing tactics. This position must demonstrate strong organizational and time management skills, as well as have strong communication and client service skills.

Responsibilities and Duties:

- Maintain and promote positive relationships with customer base.
- Identify leads, manage prospects and acquire new business.
- Develop and cultivate new customer base.
- Solicit referrals and execute cold calls.
- Manage and coordinate sales meetings.
- Prepare presentations to effectively communicate the company's experience/capabilities and generate business.
- Meet with management to discuss sales activities, progress on goals and status of prospective customers.
- Attend progress meetings with management on a regular basis.
- Provide follow up to clients and management in a timely manner.
- Develop and maintain an awareness of market behavior and competitive trends and respond accordingly.
- Attend conferences and trade shows as directed to maintain industry contacts, gain exposure to potential clients, and maintain visibility in construction industry.

Required Qualifications:

- Construction experience not required but preferred.
- Proficiency with spreadsheets and construction management software (i.e. Procore, etc.)
- Strong analytical skills.
- Excellent organizational skills.
- Ability to work independently and as a team.
- Valid driver's license and vehicle.

Compensation:

- Draw plus commission.
- Draw is based upon experience.

Work Environment

- In the field, with existing and potential customers.
- Occasional meetings and follow-up at company office.



CONSTRUCTION