

Job Description

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| Title: Business Development | ID: |
| Department: Sales | Location: Indianapolis |
| Division: Signworks, Indianapolis | Reporting to: General Manager |
| FLSA Classification: Exempt | Employment Type: Full Time |
| Created Date: 01/07/19 | Version: 1.0 |

Position Summary

This position is responsible for creating new clients for the business. This position shall assist with the proposal process for specific clients, including budget and pricing development, proposal writing, contract negotiations and client presentations.

Essential Duties and Responsibilities

- Responsible for locating new opportunities for the company by visiting existing and new customers.
- Establish and maintain on-going client relationships with the various parties to anticipate and resolve potential problems. Participate in site visits.
- Has direct contact with people of all levels, both internally and externally, and works with customers' procurement and engineering groups.
- Must be responsive to the customers' needs and follow through on all aspects of request, both written and verbal.
- Makes presentations to various groups within the customer's organization when needed.
- Communicate back to internal groups the outcome of the negotiations/proposals focusing on conveying the expectations set forth for each group, i.e. clear details, critical timeframes and expectations.
- Acts as the lead person on preparing the written proposal in response to customer's RFP, coordinates all information from the different disciplines and arranges the formal response.
- Acts as technical representative to the customer during the initial contact.
- Collaborate with the operations finance group to evaluate project performance and to recommend refinements and improvements of all components of proposals.
- Attends trade shows along with different conferences, both educational and customer oriented.

Core Competencies

- Communication Proficiency.
- Initiative.
- Teamwork Orientation.
- Personal Effectiveness/Credibility.
- Problem Solving.
- Project Management.
- Collaboration Skills.
- Ethical Conduct.
- Time Management.

Skills and Abilities

- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Education & Experience

- Minimum of High School Diploma or Equivalent
- College Degree Preferred
- 3-5 Years Experience in a related or similar role.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.