

STRATHMEYER

L A N D S C A P E

Job Description

Job Title: Business Development Associate, Maintenance

FLSA Classification: Salaried, Exempt

Reports To: Sales Manager

Prepared: August 2017

This Business Development Associate is responsible for the coordination, implementation and sale of targeted maintenance accounts and/or customers in a specific geographic area while under the direction of the Sales Manager.

Duties and Responsibilities include the following – other duties may be assigned

Core Responsibilities:

- ❖ Achieve individual sales goals
- ❖ Support other sales team members in sales activities
- ❖ Develop and implement strategic business development plans for targeting key accounts
- ❖ Support Sales Manager in developing a top 100 list of prospect properties currently not being serviced by Strathmeyer Landscape
- ❖ Prepare proposal for new sales opportunities
- ❖ Track, monitor and analysis all sales for which they are responsible

Sales Responsibilities:

- ❖ Responsible for meeting or exceeding Company and individual established 'Extra' sales goals
- ❖ Identify and sell new work based on relationship selling – i.e. referral sales
- ❖ Responsible for sales process for identifying customer pain points, scope and specifications, take-offs, estimating, proposal development and closing the sale
- ❖ Responsible for ensuring margins and profitability meet or exceed company established budgets
- ❖ Responsible to attend various regional networking events

Administrative Responsibilities:

- ❖ Participate in all Company sponsored meetings
- ❖ Complete all Company specified paperwork effectively and timely-i.e.: estimates, contracts, reporting tools, extra's proposals, expense reports etc.
- ❖ Monitor and manage customer accounts receivables. Intervene as needed to ensure all accounts are paid in full within 30 business days
- ❖ Other tasks as assigned

Strathmeyer – Business Development Associate

Qualifications:

Skill-set, Experience and Knowledge:

- ❖ Able to work with various software programs – i.e. Microsoft Excel, Word, PowerPoint, Outlook, Google Earth, Map Point and Bluebeam. ASSET experience a plus (+)
- ❖ Excellent communication skills both written and verbal
- ❖ Excellent phone skills
- ❖ Ability to resolve customer issues timely and accurately
- ❖ Confident in abilities to interact with people of all types

Process Knowledge:

- ❖ Pricing
- ❖ Contracts
- ❖ Time management
- ❖ Quality for a customer eyes

Educational and/or Experience:

- ❖ Minimum of Five (5) years of customer service, leadership and sales experience within the Service Industry preferably within the local market
- ❖ Minimum 2-year degree preferred four (4) year degree in business, marketing or related degree with five (5) plus years' experience