

## **JOB DESCRIPTION: BUSINESS RELATIONSHIP MANAGER**

**Department:**

**Reporting to:**

**Job Purpose:** Responsible for the development, growth, and management of all sales aspects of the assigned territory including sales growth, and client relations management.

**Job Responsibilities:**

- A working knowledge of all types of customers and customer databases.
- Knowledge of the current competitive strengths and weaknesses of the company.
- Responsible to meet or exceed the sales and market share goals as developed and assigned.
- Participate in assigned types of training necessary for continued, professional growth and relations.
- Work diligently to develop and maintain relationships with outside agencies.
- Plan and implement needed plans to achieve increased sales and market share.
- Personal accountability for daily, monthly, and annual sales efforts
- Oversee the completion and submission of client/project contracts, renewals, and any other reporting procedures deemed necessary.

**Key Skills:**

- Communication skills
- Presentation skills
- Critical Thinking skills
- Collaboration

**Personal Qualities:**

- Interpersonal Skills
- Communication
- Handling Stress
- Active Listening
- Team Work
- Problem Solving and Complaints Handling
- Product and Organization Knowledge

**CTC:** Salary will not be a constraint for the right candidate.