

REGIONAL BUSINESS DEVELOPMENT REPRESENTATIVE (NORTHEAST)

POSITION: REGIONAL BUSINESS DEVELOPMENT REPRESENTATIVE

LOCATION: NORTHEAST REGION (LANHAM, MARYLAND)

EMPLOYEE TYPE: FULL-TIME

DEPARTMENT: SALES/MARKETING

FUNCTION: DEVELOP CLIENT RELATIONSHIPS AND PROJECT LEADS; SELL PROJECTS

SUPERVISOR: SALES MANAGER

JOB DESCRIPTION

The *regional business development representative* is responsible for aggressive lead development to secure leads and generate sales. This includes involvement in sales, marketing, estimating, and job bookings.

QUALIFICATIONS/ABILITIES

- Bachelor degree, at minimum
- Skilled in Microsoft Office applications
- Proficient general computer skills
- Ability to interpret architectural details
- Ability to learn manufacturing processes
- Excellent communication and interpersonal skills
- Detail-oriented
- Demonstrates negotiation skills
- Effective problem solving skills
- Ability to deliver confident presentations to groups
- Willingness to travel

PRIMARY RESPONSIBILITIES

- Overseas all Sales Drivers for region including developing customer prospects
- Promotes Eklund's at association functions within region to support brand recognition; networking with potential clients
- Schedules lunch and learn presentations with potential customers
- Receives and qualifies leads
- Identifies customer needs and provides information required to produce necessary documents, rendering, sketches for visual presentation
- Develops estimates and budgets
- Uses processes developed within the standard operating procedures (SOPs) for estimating
- Delivers estimates and related information to client
- Produces required reports to audit sales trends

REGIONAL BUSINESS DEVELOPMENT REPRESENTATIVE (SOUTHEAST)

- Coordinates post- award efforts with project engineers
- Audits final design by sitting on the Design Review Team (DRT)
- Timely booking of change orders
- Bid follow-up and documentation of lost projects
- Other responsibilities may be assigned as deemed appropriate for this position

SECONDARY RESPONSIBILITIES

- Attends trade shows as scheduled
- Attendance at training and sales meetings
- Studies new literature and competitor products for reporting on new trends
- Looks for improvement methods which will allow increase in desirable sales
- Participate in supportive corporate charters (improvement projects)
- Attendance at post-award coordinating meetings with client, as needed
- Assists with problematic collections

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to the Sales Manager
- Interacts routinely with project engineers
- Coordinates non-routine activities with corporate administration
- Interacts routinely with corporate accounting for routine reports
- Participates and contributes to improvement projects
- Shares information throughout Eklund's Inc.

EXTERNAL RELATIONSHIPS

- Routine contact with clients within assigned areas
- Routine contact with Eklund's supplier's for price quotations

ABOUT EKLUND'S, INC.

Eklund's, Inc. provides the construction and building industry with **total elevator cab solutions** including design, manufacturing and installation of luxury, custom-crafted cabs and a wide selection of customizable, cost-effective standard cabs. Learn more at www.eklunds.com.

MEASUREMENTS OF PERFORMANCE

Performance measurement is a dynamic process. As new methods are developed they are incorporated as appropriate. Data collection/statistical analysis is consistently utilized for performance measurement. Unacceptable performance results in improvement projects.

IMPROVING THE SYSTEM

All Eklund's employees are required to report problems within the system. Responsibilities also include participating, planning, and implementing improvements within system processes including:

- Cycle Times.
- Mistake prevention.
- Efficiencies.
- Material waste reduction.
- Designs for ease of install and cost conscious product design.
- Items identified as a problematic.

CONDUCT

All employees model behavior consistent with the published tenets of Eklund's, Inc. and coach others to exhibit equivalent behaviors.

PERSONAL IMPROVEMENT

Eklund's, Inc. provides resources and support for education and training. It is the employee's responsibility to seek approval, schedule, and participate in continuing education and training that prepare him/her for present and future needs.