

CAREERS

Business Development Associate

The Business Development Associate, under the direction of the BD Manager, is primarily responsible for building key customer relationships with new clients as outlined by the company's strategy. The BD Associate is responsible for acquiring, expanding, and maintaining sales accounts. This role involves increasing company revenue by generating sales from new customers. He/she will also work with sales channels to raise awareness of company offerings and initiate new business ventures in order to increase market share and meet fiscal goals.

Qualifications

- Proven understanding of the construction industry and area of service
- Able to respond to business development opportunities and build and maintain lasting relationships with internal and external partners, clients, and other stakeholders (familiar with the "Doer/Seller" model)
- Able to execute and produce effective business development proposals and presentations with minimal guidance
- Competitive drive to win and achieve individual and team success
- Excellent organizational, strategic, planning, and implementation skills
- High level of critical thinking and reasoning to identify underlying principles and facts
- Strong analytical and research skills
- Excellent interpersonal and relationship management skills
- Excellent attention to detail and a high degree of accuracy
- Strong presentation, written, and oral communication skills
- Able to interact effectively with management, the public, and staff
- Able to follow through and complete overlapping projects
- Computer literacy, including effective working skills in Microsoft Office and CRM systems (experience with Cosential software preferred)

Education & Experience

- Post-secondary degree or diploma in business, marketing, economics, or a related field
- 5+ years sales and account management experience in the construction industry
- Valid driver's license

Functional Responsibilities

- Build key customer relationships with new clients
- Network within a defined market or geographic area to ensure continual opportunities for business growth
- Attend industry functions and provide feedback and information on emerging trends
- Effectively execute and produce business development proposals and presentations
- Conduct research to identify potential clients
- Identify business opportunities, generate warm leads, and seek out partnerships
- Stay up to date on the company's current service offerings
- Use knowledge of the market and competitors to identify and develop the company's unique selling propositions and differentiators
- Promote and maintain the organization's brand image and identity within the marketplace
- Provide input and assist in development of presentations and other marketing collateral
- Analyze, assess, and document client results to ensure customer needs are being met
- Achieve individual annual sales targets for negotiated CM and DB work
- Maintain a funnel of qualified prospects and focus pursuits

Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Driving of a company vehicle
- Frequent day travel and occasional overnight travel
- Attending after-hours networking events