

CAREERS

Business Development Associate

The Business Development Associate 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, zippering, and maintaining sales accounts as well as supporting senior BD partners in pursuits. This role involves increasing company revenue by generating profitable sales from new clients. The BD Associate works closely with the Marketing and Business Development teams 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 is an asset
- Knowledge of and experience with construction contracts, types, and methodologies is an asset
- 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 "Trusted Advisor" 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
- Active listener with strong written and verbal communication skills
- Excellent organizational, strategic, planning, and implementation skills
- High level of critical thinking and reasoning to identify underlying principles and facts
- Excellent research, analytical, and problem-solving skills
- Excellent attention to detail and a high degree of accuracy
- Strong writing, editing, and proofreading skills
- Strong presentation, written, and oral communication skills
- Able to follow through and complete multiple overlapping projects
- Computer literacy, including effective working skills in Microsoft Office and CRM systems
- Marketing experience is an asset

Education & Licenses

- Post-secondary degree or diploma in construction engineering, architecture, business, marketing, economics, or a related field
- Valid driver's license

Experience

- Minimum of three (3) years sales and account management experience in construction, real estate, architecture or a related industry
- Or, in combination with project management, estimating, preconstruction experience

Functional Responsibilities

- Build key customer relationships with new clients, becoming each potential client's trusted advisor
- 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 to BD and Marketing team
- Effectively execute and produce business development proposals and presentations
- Conduct research to identify potential clients
- Generate leads, and build trusted relationships to create opportunities and pipeline growth
- 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 value-based work
- Maintain a pipeline of qualified leads and opportunities to ensure continual corporate growth
- Fully utilize corporate CRM program and train others on its use and functionalities
- Support BD Leadership and Trusted Advisor team
- Work closing with Marketing teams

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