

## **Business Development Representative**

**Position Summary:** The Business Development Team calls on warm customers to increase sales and convert customers from our competitors. Customers are existing distributors in the promotional products industry. This is not a cold calling position.

### **Key Responsibilities:**

*The key responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position.*

- Retention & Growth: Use your marketing and sales skills to call underperforming accounts to reinvigorate and positively improve sales to retain them in the division
- Targeted Campaigns & Projects: Work on strategic initiatives to convert and grow customers using multiple channels including phone, email and Social Media
- New Business Generation: Call on new potential customers using ASI data
- Reiterate the value proposition of ordering from HUB
- Increase touch points, activate customer's buying\ succeed customer expectations through special messaging, offers and value-add opportunities
- Daily Outbound Talk Time Minimum: five (5) hours (External Customer Calls)
- Provide quotes and follow up on quotes
- Present Value Add opportunities
- Other duties as assigned

### **Recommended Minimum Qualifications:**

**Education and Experience:** *or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the key responsibilities of the job.*

- Bachelor's degree in Business, Communication, Marketing, or related field; or equivalent experience with a minimum of one (1) to three (3) years' experience in sales and/or marketing
- Promotional or Print industry wholesale or distributor product sales experience is a plus
- Experience with client-facing relations and/or customer service
- Experience with CRM Systems (NetSuite, Oracle, etc.)
- Reliable means of transportation
- Proficient experience with Microsoft Office Suite
- Strong initiative, organizational, and communication skills

### **Knowledge, Skills, and Abilities:**

- Excellent interpersonal and communication skills (oral, written, and presentation)
- Ability to establish and maintain effective working relationships with fellow employees and customers
- Must maintain a high level of integrity and discretion
- Reliable, organized, and detail-oriented
- Team player
- Good time-management skills
- Planning and organizing skills
- Customer service appreciation and awareness
- High volume account management skills
- Proven success in meeting or exceeding sales quotas
- Experience servicing assigned territory accounts
- New business development skills required

- Experience with full sales cycle (prospect, qualify, negotiate, sell/up-sell, close, follow-up, maintain)
- Ability to work independently as well as part of a large sales team

### **Physical and Mental Requirements**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions and responsibilities.*

#### **Physical Skills:**

- The demands are in the nature to stand, sit, and move within the office
- Utilization of office equipment, and the capacity to lift up to 15 pounds

#### **Motor Skills:**

- Duties may involve hand-eye coordination and physical dexterity

#### **Visual Skills:**

- Ability to read, see, and differentiate between color

*Hub Pen Company is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religious creed, national origin, sex (including pregnancy and gender identity), age, political affiliation, marital status, disability, sexual orientation, military service, genetic information, parental status, retaliation, or other non-merit factors.*

### **Principals Only. No Recruiter please.**

Check out Hub's job board: <https://recruiting.paylocity.com/recruiting/jobs/All/9f6ca32b-8fc4-4600-99df-d0697780f98d/Hub-Pen-Company-LLC>