

Business Development Manager Job Description/Rolls and Responsibilities

Job Description:

Build market position by locating, developing, and defining, negotiating and closing business relationships. This position is responsible for all aspects of managing and servicing current and future clients. This position will also ensure business growth is delivered in accordance with the company strategy.

Responsible to: Director of Business Development

External relationships: Existing clients and new clients

Internal relationships: Project Managers, Regional Managers, Marketing Assistant

Rolls and Responsibilities:

- Develop, review and report on current clients, contacts and opportunities to the Director of Business Development via weekly BD Reports and group conference call.
- Contribute to the development of the company's vision and goals.
- Work within the confines of the company strategy with regards to all BD activities
- Support the overall company goals to ensure the company maximizes its short, medium and long-term profitability goals
- Marketing assistance through advertising and show attendance recommendations to the Director of Business Development or the Marketing Assistant
- Work to develop personal knowledge of company services in order to better market clients and assist with proposal preparation
- Work within business development budget
- Work with other Business Development Managers on opportunities outside of current geographical areas
- Locate and propose potential business deals by contacting potential partners
- Close new business deals by developing and negotiating new and existing clients

Required Skills:

- At least 2 years experience selling civil surveys in the oil and gas industry
- Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Market Knowledge, Presentation Skills, Professionalism

Key Performance Indicators:

- Number of real opportunities developed
- Number of opportunities realized
- Dollar value of realized opportunities
- New Clients Developed