



iQSG Job Description



Job Title: Business Development Manager

Reports To: Principals

FLSA Status: Exempt

Department: Sales

Location: Columbus OH, Cleveland OH, Pittsburgh PA

Summary: *The successful candidate is responsible for the sale of the organization's products and services in a specified region or major geographical area using technical, organizational, and customer knowledge to influence customers and assist them in applying the product and services to their needs resulting in revenue generation.*

Essential Functions

- Meet established sales quotas and revenue goals
- Develop sales proposals, presentations and quotes for customers
- Provide forecasts of future business to management
- Maintain pipeline activity in corporate systems
- Determine market strategies & goals for each product and service
- Research and develop lists of potential customers
- Follow up on sales leads and develop leads
- Maintain up to date understanding of industry trends and technical developments that effect target markets; establish & maintain industry contacts that lead to sales
- Travel throughout assigned territory to call on regular and prospective customers to solicit new orders.
- Work with Marketing to coordinate customer events or related marketing activities to develop new pipeline
- Enter new customer data and other sales data for current customers into provided CRM Tool
- Develop and maintains relationships with key decision makers
- Investigate and resolve customer satisfaction issues, as needed
- Maintain Sales Certification across core product offerings, as well as maintain and keep current OEM deal registration.
- Evaluate continual and self-paced learning in preparation for providing Trusted Advisor sales consultation to clients
- Establish and maintain relationships with local Vendor Sales Teams. In alignment with the companies strategic vendors
- Provide Live Demonstrations for products utilizing the demonstration tools provided



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Competencies

- Excellent verbal communication skills
- Cold Calling or Email Prospecting Skills to generate new appointments and pipeline
- Ability to prepare and write professional emails, RFP responses or similar Sales documentation to support your Sales efforts
- Ability to effectively present information to managers, clients or OEM vendors
- To perform this job successfully, an individual should have knowledge of Sales Forecasting Tools (CRM application); Microsoft Excel, Word and PowerPoint software

Experience

- Five (5) plus years related successful sales experience

Education / Certifications

- High school diploma or general education degree (GED)

Success Factors

- Pursues training and development opportunities; Strives to continuously build knowledge and skills, and undertakes self-development activities.
- Manage difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Treats people with respect; Keeps commitments; Upholds organizational values.
- Follows policies and procedures; Supports organization's goals and values;
- Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Follows instructions, responds to management direction; Keeps commitments; Commits to long hours of work when necessary to reach goals.

iQ Solutions Group is an equal opportunity employer. We evaluate qualified candidates without regard to color, race, sex, national origin, disability, veteran status, and or other protected characteristics.

The above position responsibilities represent general responsibilities and requirements for the position. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.