



JOB DESCRIPTION

Job Title:	Business Development Associate	Pay Grade:	PB
Department:	520 - Sales/Marketing	Reports to:	Sales Director
Status	Exempt/Salary	Revision Date:	February 28, 2020

SUMMARY: This position is responsible for developing business, retaining and servicing clients in the specified geographic region.

DUTIES AND RESPONSIBILITIES:

- Generate and develop new business to meet specified goals.
- Maintain and nurture existing client relationships.
- Respond to inquiries and requests in a timely and professional manner.
- Function as liaison between client companies and operations staff.
- Understand and communicate information regarding company products, services, and policies and procedures to new and existing clients.
- Possess and maintain thorough knowledge of relevant industry product information (i.e. Rubber, Seals, Lubricants, Braking, Fuel Deliver, Battery Cooling, Automotive, Aerospace.)
- Continually gather information on local competition and prevalent industry and business climate within the region; communicate information to management and others as needed.
- Negotiate contracts and work agreements.
- Ensure that required client paperwork is complete, accurate, and submitted on time.
- Provide timely and accurate reports as required.
- Attend and participate in business/trade events that impact Precix.
- Attend and participate in team strategic sales meetings.
- Required to travel 15-20% of the time.
- Perform other duties as required or requested.

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent, and one to two years of work-related experience, or equivalent in combination of education and experience.

QUALIFICATIONS:

- Must be a self-starter and proactive "go-getter".
- Possess a commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Demonstrated ability to make successful presentations to individuals and or groups at all levels of an organization.
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
- Excellent problem resolution and consultative sales skills.

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- Proven ability to handle multiple projects and meet deadlines.
- Strong interpersonal skills.
- Ability to prepare reports and business correspondence.
- Must possess versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proficient on Microsoft Office Suite, Word, Excel, PowerPoint, WebEx, SAP, IQS, ERP systems, Email, Phone, Fax/Scan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- The work environment consists mainly of office area; will need to travel (15-20% of the time).

• Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses (as needed)		Protective Clothing
X	Hearing Protection (as needed)		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing		X		
Walking			X	
Sitting				X
Use hands to handle or touch			X	
Use fingers to pinch or grasp			X	
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

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Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion		X		
Tools or Equipment Used	Time Spent			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Computer			X	
Phone			X	

Travel Required	% of Time
Domestic	15-20%
International	15-20%

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Precix is an Equal Opportunity Employer.