



## Job Description

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|-------------------|------------------------------|
| <b>Job title</b>  | Business Development Manager |
| <b>Reports to</b> | COO                          |

### Job purpose

The Business Development Manager role is responsible for identifying new business targets, sales promotion and marketing, direct sales and contracting. It will collaborate with the Logistics team and operations personnel on pricing and customer service.

### Duties and responsibilities

- Develop shipper targets for business development with major account potential.
- Call on existing and prospective new customers via outside sales visits.
- Visit existing customers and potential clients on a periodic basis.
- Engage in discussions of customer business requirements and challenges, and develop service solutions.
- Work with Operations to create rate quotes and service proposals.
- Maintain a database of contacts, prospects and the new business pipeline via company CRM.
- Manage the sales cycle process, including targeting, lead generation, qualification, pricing, proposal, and closure.
- Develop knowledge of and monitor news and trends in specific industries.
- Negotiate, schedule and dispatch brokered vehicles to appropriate locations, according to customer requests, using telephones or computer, when necessary.

### Qualifications

- High School Diploma or Equivalent. Bachelor's in Supply Chain Management, preferred.

### Working conditions

Hours of operations will be structured primarily in an office setting with occasional customer visits.



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### Physical Requirements

Ability to lift at least 20 lbs.

### Direct reports

None.

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| <b>Approved by:</b>   | <i>Andrew Salazar</i> |
| <b>Date approved:</b> | <i>9/25/2017</i>      |
| <b>Reviewed:</b>      | <i>9/25/2017</i>      |