



Job Description – Business Development Manager (BDM)

Revision: February 21, 2023

Job Status: Full Time, Exempt with Commission

Position Name: **Business Development Manager**

Reports to: This position reports administratively to the VP of Sales.

Supervisory Responsibilities

No direct report supervision responsibilities.

Job Summary

This position reports administratively to the VP of Sales and works closely with the Polytron sales and marketing team to promote the visibility and interests of the organization. The Business Development Manager will establish and develop new relationships, nurture existing relationships, and will represent and promote Polytron's offerings. They will conduct prospecting to uncover and win new business. They will support and promote company goals, initiatives, and objectives and its sales process.

The Business Development Manager's duties will include, but not be limited to the following:

- Generate new sales leads to meet defined sales objectives and the needs of the company.
- Travel to meet with and present to new clients on a regular basis to uncover and identify opportunities.
- Regularly update client and contact information, activities, and sales forecasts in Polytron's CRM system. Providing weekly updates to opportunity activity and forecasted sales.
- Coordinate with operations staff, including product and project managers when appropriate, to sell and present to clients, and develop and price proposals.
- Collaborate with vendors and/or partners for co-marketing and selling opportunities.
- Ensure scope and pricing are appropriate for each opportunity.
- Maintain industry knowledge and stay on top of trends in order to represent Polytron's capabilities to clients in a targeted fashion.
- Prepare and deliver qualifications packages, sales presentations, and proposals to support sales achievement.
- Negotiate and close deals.
- Maintain awareness of competitive landscape in assigned accounts.



Characteristics

The BDM must have good personal habits, work well with others, be technically conscientious, be able to stay on task and complete work on schedule, be able to work independently as well as on a team, and promote the principles and professionalism of Polytron and its various Alliance Partners.

Education

Bachelor's degree in business, communications, marketing, advertising, or technical field related to our industry is required.

Experience

At least five (5) years of experience in business-to-business sales with engineering or technical services companies. Experience selling manufacturing automation and/or process automation services is a plus. Solid understanding of business metrics used by manufacturers to manage and improve their operations. Knowledge of manufacturing automation and intelligence solutions, benefits, and justifications. Demonstrated success in a sales role – including cold calling, lead generation, follow-up, proposal writing, service pricing, and meeting or exceeding annual sales objectives.

Excellent time management and organizational skills. Must be motivated and disciplined in working independently. Must possess excellent verbal, written communication, and listening skills. Must have proven presentation skills and superior interpersonal skills. Candidate must be an effective team player.

Computer and Software Skills

Must be computer literate and experienced in using the following tools: Microsoft Office Suite (Word, Excel, PowerPoint, Visio). Proficient in the Windows environment and use of the Internet E-mail. Salesforce, or equivalent CRM, experience a plus.

Other Skills

Must be organized.
Must have good written and oral communication skills.
Must manage multiple projects with minimal supervision.

Physical Requirements

The BDM will be required to visit new customers and existing client sites and may be required to walk, climb stairs and ladders, and duck under equipment/structures.

Working conditions

Working conditions will vary from an office environment to a manufacturing plant environment. This position will require one to work at Polytron's offices and clients' facilities. While working at clients' facilities, adhering to their health, safety, and security policies is an essential requirement of the job. Background, as well as random and targeted drug screening may be required.

Travel

Travel is expected for this position and is essential for success. Travel will average at least 50%.

**Work Authorization**

All positions require proof of United States citizenship or authorization to work in the United States.

Unplanned activities

This position requires flexibility and adaptability. There will be tasks assigned that are outside of this job description from time to time.

Please note that this job description is not designed to be an exhaustive listing of all the activities, duties, or responsibilities that are required for employment. Activities, duties, and responsibilities may change at any time and without notice.

Polytron is an equal opportunity employer that prohibits any form of unlawful employee harassment and does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, gender presentation, national origin, age, disability (physical or mental), genetic information, marital status, or military or veteran status in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.