

## Business Development Representative

### Business Development job duties shall include:

- Working directly with owners, Director of Business Development, and General Manager to bring in new sales from the Fayetteville market, which includes Cumberland and the surrounding counties.
- Producing revenues with an initial goal of \$2,000,000 annually in sales.
- Learning the restoration industry and becoming well versed in terminology and processes.
- Assisting with lead and prospect identification, cultivation, assessment, proposal development, and status reporting.
- Building business relationships with key industry referral companies including insurance agents/adjusters, property owners, property managers, mortgage companies, and any other potential source for business.
- Responding quickly to property damage situations and soliciting property owners.
- Develop a comprehensive marketing route that includes all counties and top potential referral sources within the territory. Contact each current and potential referral source monthly +/-.
- Conducting targeted networking with key industry business associations, membership organizations, trade associations, and chambers to build brand equity and key referral sources. This includes the Triangle Apartment Association, Home Builders Association, Plumbers Association, Claims Association, Chambers of Commerce, and other networking groups.
- Representing Highland at trade shows and presentations to groups.
- Assisting in other markets as needed for large events including trade shows and golf tournaments.
- Achieving established goals including sales revenue and customer contacts.
- Researching, identifying, prioritizing, communicating, and maintaining strategic sales and prospect pipelines to ensure weekly, monthly, quarterly, and annual client development goals are met.
- Inputting all contact/referral source information into the company database.
- Working collaboratively with all Highland staff to ensure effective and efficient processes and outcomes, including quality estimates, project completion, customer satisfaction, and profitability.
- Assisting with social media including Facebook, Twitter, company website posts, and revisions.
- Participates in various marketing activities as assigned.

### Client Development Skills and Qualifications:

- Education or training in marketing or business administration.
- Experience in marketing, sales, and business development.
- Analyzing information, decision making, teamwork, documentation skills, quality focus
- Performing any other task reasonably requested and assigned by the Employer
- Performs other duties as assigned by Management.
- Good time management skills, professional dress, and behavior.
- All applicants must pass a background check, drug screen, and have a clean driving record to be considered for employment.

### Highland offers the following benefits to full-time employees after 90 days

- Health Insurance
- Vision and Dental Insurance
- Short term disability
- Retirement Account - Simple IRA

- **Paid time off and paid holidays**
- **Company apparel**
- **Company vehicle and cell phone**
- **Base and Commission pay**