



Job Description for Business Development Manager	
BASIC FUNCTION:	This position is responsible for new business development as well as maintaining existing client relationships. Primary focus is to understand client's requirements and utilize Ops Plus, Inc. and Ops Engineering services to meet those needs. In addition, the position provides input and actively participates in the marketing, market planning, and development of services.
ESSENTIAL DUTIES / RESPONSIBILITIES :	<p><u>New Business Development</u></p> <ul style="list-style-type: none"> ▪ Develop market strategies & goals for each service offered. ▪ Use a variety of lead generation strategies, i.e. networking, referrals, cold calling, referral partners, and industry events to create new opportunities. ▪ Create and present innovative solutions that meet the new customer's requirements. <p><u>Relationship Management</u></p> <ul style="list-style-type: none"> ▪ Manage on-going relationship with existing customers, responding to new inquiries and quickly resolving any issues or concerns. ▪ Prepare quotes, contracts and RFP/RFI responses for customers. ▪ Maintain all quote documentation with accurate pricing and configurations. <p><u>Sales Plan Development and Reporting</u></p> <ul style="list-style-type: none"> ▪ Develop long and short term sales & marketing plans. ▪ Participate in sales forecasting and planning. ▪ Report regularly to management team. ▪ Meet established sales quotas and revenue goals. <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Reports directly to Vice President. ▪ This position will represent Ops Plus to the community with attention to the highest standard of conduct, appearance, and attitude. ▪ Other duties as assigned
KNOWLEDGE, SKILLS & ABILITIES:	<ul style="list-style-type: none"> ▪ Proficient in MS Office software, especially MS Excel ▪ Excellent oral/written communication skills ▪ Excellent customer relations skills ▪ Availability to travel at least 25-30% of the time
EDUCATIONAL & EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> ▪ Bachelors degree required ▪ 5 or more years of proven business to business sales experience. ▪ Experience in engineering services, project management, architecture & design or utilities industry, a plus.
HIRING CRITERIA:	<ul style="list-style-type: none"> ▪ Successfully complete skills testing ▪ Pre-employment Drug and Alcohol Screen ▪ Background Search ▪ Reference Checks ▪ Valid driver's license
ADDITIONAL INFORMATION:	This position is subject to random drug and alcohol screening.

Ops Plus is An Affirmative Action/ Equal Opportunity Employer.

DIRECT APPLICANTS ONLY: no agency or fee for placement contact please.

Interested candidates should email letter of interest and resume to: tammy@opsplus.net