



Job Description

Title:	Business Development Executive – Independent Rep.	Reports To:	President
Department:	Sales	Salary Grade/Class:	Commission-based
Division:	Group	Location:	Open
Hours:	Business day	Revision Date:	September, 2010

Job Summary: The purpose of this position is to develop business opportunities for NVC in both existing and new markets. Oversee the management of these accounts through the complete selling cycle. Provide feedback concerning overall market environment. Work under direction of the President.

Accountabilities & Essential Functions

- **Development.** Identify and follow-up on new opportunities and prospects, reporting said opportunities back to the company. Qualify and quantify leads and prospects to fit w/NVC business model, capabilities, and revenue objectives. This includes new business as well as opportunities within existing customers that will assist organic growth. Work closely with Marketing to assure accurate identification of said opportunities.
- **Account Management.** Analysis, pricing, process management, and proposal preparation to new and existing clients. This could include certain accounts that are identified as house accounts.
- **Marketing.** Assist the marketing department in its efforts to improve communication and build brand awareness. Provide prospect, customer and competitive feedback. This might include involvement in trade shows and industry associations.
- **Integration.** Interface with Operations and Marketing teams; Work in conjunction with the Senior Management Team in order to evaluate and manage profitability of existing and new accounts.
- **Monitoring.** Monitor vendor (delivery partners, agents, carriers) performance as it relates to customer satisfaction and provide feedback to Executive Management for modifications, improvements and dismissals.
- **Evaluation.** Provide written monthly status reports on areas of responsibility (format to be determined at a later date).
- **Other Duties** sales projects as assigned

Knowledge, Skills & Abilities

- Listening skills
- Analytical – re: prospect needs, company capabilities, logistics requirements, etc.
- Able to manage difficult or emotional customer situations.
- Excellent knowledge of customer service practices and procedures.
- Proven telephone and communication skills.

- Ability to remain detail oriented while multi tasking; ask the right questions
- Knowledge and proficiency in computer operations utilizing Microsoft products.
- Team Player

Problem Solving & Decision Making

- Ability to focus on solving conflicts.
- Displays willingness to make decisions.
- Able to work in a fast paced environment.
- Willingness to get the job done.

Management Attributes & Competencies

- Demonstrates persistence and overcomes obstacles.
- Self motivated and directed.
- Excellent communication and interpersonal skills.
- Customer focus and the desire to meet customer expectations.
- Ability to have NVC Logistics best interests at all time.
- Professionalism.
- **TEAM PLAYER**

Qualifications

- Education: A Bachelor's Degree is required.
- Experience: The ideal candidate should have five (5) plus years of experience in sales capacity role. preferably within the logistics/transportation industry.
- Other Requirements (Licenses, Certifications, etc.):