



## Job Description

<b>Title:</b>	National Business Development Executive	<b>Reports To:</b>	President
<b>Department:</b>	Sales	<b>Salary Grade/Class:</b>	Commission Only
<b>Division:</b>	Group	<b>Location:</b>	Open
<b>Hours:</b>	Business day	<b>Revision Date:</b>	June , 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 new opportunities and report said opportunities back to the company. Qualify leads to fit w/NVC business model, capabilities, 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.
- **Maintenance.** Manage existing accounts on an as-needed basis.
- **Account Management.** Handling 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. This would include involvement in trade shows and industry associations. Provide customer and competitive feedback.
- **Integration.** Interface with Operations and Marketing team in order to develop and continue to modify systems, including pricing and account management tools that work in the best interest of NVC's customers. Work in conjunction with the Senior Management Team of NVC Direct in order to evaluate and manage profitability of existing and new accounts.
- **Monitoring.** Monitor vendor (delivery partners: agents, LTL, Forward Air) 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).
- **Budget Control.** Adherence of P & L responsibility.
- **Other Duties** or projects as assigned by supervisor including, but not limited to faxing, filing photocopying, and answering phones etc.

## **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.
- Ability to manage a staff.
- 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.):

**This is a commission only position. Commission structure will be discussed upon interview and management has the right to change the plan if they see appropriate.**