

---

# Business Development Representative (BDR)

---

Business Development Representative  
Job Title

Exempt       Non-Exempt

Department: Sales

Division: Dealer & Architect

Compensation: Salary & Commission Structure

**Job Summary:**

BDR is responsible for prospecting, developing, and maintaining key accounts within a specific region with the sole objective to ensure sales targets established for the region are met via both direct and indirect sales channels.

Individual/Direct selling responsibilities involve being closely networked with all of the major architect, design-build, and development firms. Securing project plans and ensuring product specification are both expected results and will help leverage sales and brand awareness in the region. Delivering product knowledge to these firms across all communication lines (verbal, written, and electronic) is expected.

Dealer/Indirect selling responsibilities involve the prospecting, qualifying, and enrolling of small to mid-size companies to display and market our product throughout the assigned region.

Assisting and supporting these "trade-level" accounts to effectively meet the established sales targets for the region involves consistent communication and an active availability to service any of the various needs required to sell our products.

BDR is responsible for all quoting and order processing within the assigned region. Working directly with the corporate headquarters, the BDR is required to forecast, manage, and report both direct and indirect sales pipeline activity on a weekly, monthly and quarterly basis.

BDR is also required to report on all dealer/indirect/trade prospects to the Sales and Business Development Manager.

BDR responds as appropriate to all inbound corporate inquiries or requests originating from the assigned region. Corporate marketing initiatives at times require direct execution at the regional level; the assigned BDR is expected to support these tasks as needed.

BDR is required to prepare and participate in a weekly conference call with the corporate office and other key personnel to discuss and review ongoing issues and objectives.

**Reports to / Supervision Received:**

1. **Manager:** Sales Manager
2. **Direct Supervisor:** N/A
3. **Indirect Reporting Relationship:** President, Marketing Manager

**Essential Functions:**

1. Quoting and order processing within assigned region
2. Identify and proactively target leads
3. Maintain and build strong business relationships
4. Pro-actively pursue and follow up on sales opportunities and new accounts
5. Responsible for expected sales
6. Weekly and Monthly sales Reporting
7. Enrolling small to mid size companies to market and display product
8. Assist with Corporate Marketing initiatives
9. Participate in weekly sales meetings

**Knowledge, Skill and Experience:**

1. **Minimum Education:** (or substitute experience) required: Minimum High School Education required
2. **Minimum Experience required:** Sales experience with high-ticket luxury type products, architectural experience a plus
3. **Skills Required:** Strong customer service and sales experience, ability to work independently and be self motivated, strong Microsoft Suite programs experience required, knowledge of window and door industry plus.

**Financial Responsibility and Authority:**

1. **Equipment:** Responsible for reasonable care and operation of all office equipment provided by the company, such as computer, cellular telephone
2. **Financial:** Failure to handle customers tactfully could result in cancellation and subsequent loss of good will and profit. Some loss is possible, but exercise of somewhat more than ordinary care of customers is expected at all times in order to prevent loss.
3. **Internal and External Business Contacts:** Responsible for maintaining good customer relations. Generally deals with representatives and customers concerning matters that require some tact and resourcefulness. Contacts with other personnel including accounting, operations, and production departments.
4. **Supervisory:** N/A

**Career Path:**

May develop to sales or business development management.



## Physical Job Description

<b>Job Title:</b>	
<b>Typical Working Conditions:</b> (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Typical office environment, ambient. May be exposed to elements as climate during travel may occur
<b>Equipment Used:</b> (List all manual and automated equipment used in the course of performing essential functions.)	Computer, Printer, cellular telephone typical office equipment, car and travel will be required.
<b>Essential Physical Tasks:</b> (List all physical tasks encountered in performing essential functions.)	May be subject to sitting for long periods of time, use of fingers for extended periods of time when typing, will have to view computer monitor for extended periods of time, minimal walking and lifting may be required on a day to day basis

