



| <b>Business Development Representative</b>    |  |
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| <b>Department:</b> Sales                      | <b>Status:</b> Full-time Exempt            |
| <b>Location:</b> Elmhurst/Calumet Park        | <b>Reports to:</b> Regional Sales Director |
| <b>Supervises:</b> N/A                        | <b>Last Reviewed Date:</b> 3/15/2024       |
| <b>HR Review and Approval Date:</b> 3/15/2024 | <b>Effective Date:</b> 11/09/2023          |

**Position Summary:** As a Business Development Representative (BDR) the primary responsibility is to maintain and expand the market share of our current client base, generate leads, and pursue new client relationships. The BDR will be responsible for a book of business and be eligible for a commission plus base salary.

**Essential Duties and Responsibilities include the following but are not limited to:**

**General Duties**

- Represent Diaz Group LLC in a professional and comprehensive manner.
- Understand, communicate and represent the Mission, Vision, Values and Culture of Diaz Group LLC
- Managing both our existing sales pipeline and developing new business opportunities
- Take a lead role in the development of proposals and presentations for new business materials to create and nurture business opportunities and partnerships
- Identify trends and customer needs, building a short/medium/long-term sales pipeline in accordance with targets
- Develop strategies and positions by analyzing new venture integration
- Monitor and evaluate industry trends and customer drivers and meet regularly with management and stakeholders to discuss strategy
- Generate new leads, identify, and contact decision-makers, screen potential business opportunities, select the deals in line with our vision and mission.
- Present new services and enhance existing relationships
- Work with technical staff and other internal colleagues to meet customer needs
- Arrange and participate in internal and external client debriefs
- Business Development Planning
- Attend industry functions, such as association events/conferences, and provide feedback/information on market and creative trends
- Present to and consult with mid and senior level management on business trends with a view to developing new services

**Identifying new business opportunities**

- Business development reps are responsible for identifying new business opportunities for the company, including potential customers, partnerships, and markets. This may involve conducting market research, networking, and attending industry events to stay up to date on trends and potential opportunities.

**Generating leads**

- Business development reps are responsible for generating leads for the company, which may involve reaching out to potential customers, collecting contact information, and qualifying leads based on the company's sales criteria.

**Building relationships with potential customers and partners**

- Business development reps are responsible for building and maintaining relationships with potential customers and partners. This may involve interacting with potential customers through phone, email, and in-person meetings, and working with partners to develop mutually beneficial relationships.

**Creating and delivering sales presentations**

- Business development reps may be responsible for creating and delivering sales presentations to potential customers, which may involve demonstrating the company's products or services and highlighting their benefits.

**Managing sales pipelines**

- Business development reps are often responsible for managing their sales pipelines, which may involve tracking the status of leads and opportunities, updating sales forecasts, and reporting on sales progress to management.

**Qualifications including Knowledge, Skills and Abilities:**

- High attention to detail with excellent organizational skills
- Demonstrated working proficiency with computers and mobile devices
- Ability to train individuals and monitor progress

**Education and Experience:**

- Requires 2-4 years of industry experience or a horticulture degree.
- Supervisory experience, preferably in commercial landscaping and/or snow and ice management

**Language Skills:**

Bilingual Spanish preferred.



**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_