



JARRETT LOGISTICS SYSTEMS, INC. JOB DESCRIPTION AND SPECIFICATION

Job Title: Manager – Business Development

Department or Area: Routing Center

Education and Experience Required: Bachelor's Degree; 5-7 years

Summary Statement: Conduct sales calls on potential new accounts; generate new business as well as maintain current clients.

Tasks Performed

- Initiate and conduct sales calls on potential new accounts
- Prepare presentation materials outlining Company's logistics services and present to potential new accounts
- Recommend continuous improvement initiatives for sales call plan and other sales strategies
- Meet specified budget plan by improving sales call plan and increasing account base
- Recommend action plans that ensure that all resources are focused on appropriate priorities to maximize positive impact
- Manage relationships with clients to ensure customer satisfaction
- Effectively utilize sales-related information technology applications (PowerPoint/ Excel/Word/Access)
- Input and analyze customer data; utilize data to recommend next steps for sales process

Knowledge Required

- Knowledge of transportation/logistics industry
- Knowledge of customer, customer product, and distribution of product
- Knowledge of carrier tariffs, discounts, and authorities
- Knowledge of commodities as stated in NMFC guide
- Knowledge of carrier distribution system
- Knowledge of company policies and procedures
- Knowledge of accounting processes

Ability Required

- Ability to conduct complex negotiations
- Ability to close deals
- Ability to convey professionalism, enthusiasm, flexibility, and integrity
- Ability to influence others and build relationships
- Ability to exercise excellent written and mathematical skills
- Ability to exercise independent judgment
- Ability to demonstrate effective decision making skills
- Ability to demonstrate leadership skills
- Ability to establish good organizational skills
- Ability to exhibit effective problem solving skills
- Ability to work well under pressure
- Ability to communicate effectively