

WITTIGS

A BETTER WORKPLACE STARTS HERE

Job Title: New Business Development

Exempt: Yes

Job Type: Salary Exempt, Full-Time, 40 Hours

Reports to: Sales and Business Development Manager

Basic Function:

A specialist in new business development, this position does extensive research and networking to identify and land new business leads. This position is responsible for generating new sales volume, and targeting account development and competitive account penetration.

Specific Responsibilities and Duties:

Lead Generation

- Networks extensively for leads (business groups, real estate brokers, A&D community, local community organizations, industry organizations—IFMA, BOMA, etc.); develops relationships with key influencers (A&D principals, real estate brokers, property managers)
- Researches for leads through business journals, newspapers, industry periodicals and publications, internet, etc.
- Puts together a formal marketing plan for generating new business for dealership; plan is reviewed and revised on a regular basis (monthly) as needed
- Develops target account list of potential clients, including major corporations, local/state/federal government business, educational entities; uses deliberate, measurable long term plan to penetrate these accounts
- Cold calls potential clients in person or by telephone, or combination
- Participates in dealership lead generation programs such as telemarketing, open houses, industry events, etc.; follows up diligently on leads provided by the dealership

Selling

- Qualifies leads into potential customers; does thorough needs analysis to understand client's requirements for furniture products and services
- Researches client's core business to completely understand client and market factors that impact client's business
- Makes persuasive presentations to customers on dealership's products and services—in person, through written/graphic documentation and electronic means
- Develops detailed, accurate and professional looking quotes through own effort or in conjunction with dealership personnel (sales support, designers, customer service

representatives, project managers, etc.) and presents these to the customer in a timely manner

- Works with service departments to develop service contracts to present to customer when complex services are sold (design, for instance) or for major projects (installation, design, project management)
- Provides accounting department with timely information for any necessary credit checks

Sale Implementation

- Is responsible for setting up the sale so that it can be efficiently managed and administered by the dealership, and the dealership operations and business personnel
- Accepts responsibility for the accuracy of specifications when entering orders themselves, and reviews specifications for obvious errors when done by others (design, for instance); provides complete, accurate and timely sales order (header data, pricing, contract numbers, etc.) and work order (site and project parameters, installation schedule, etc.) information required for proposal/sales order system
- Ensures a responsible close of sale by obtaining signed sales orders (and terms & conditions, if appropriate), client purchase orders and deposits as required
- Stays involved throughout delivery to ensure that any bottlenecks or changes in scope are identified and resolved, and that both customer and dealership are satisfied

Organizational Interfaces

- Works collaboratively with client and client's third party firms, including A&D firms, interior contractors, electrical and communication engineers, customer's IT group, etc.
- Manages internal and external dealer team interfaces, including interface with subcontractors, manufacturers, etc.
- Manages team assignments to ensure work load activities are appropriately balanced and supported

Goals and Performance Expectations

- Meets monthly, quarterly and yearly sales, margin and new business goals as set by the dealership and sales manager
- Provides timely reporting on sales forecasts, weekly backlog meetings, new opportunities and business administration data as required by Wittigs management or agreed on in support of our clients.
- Participates in special sales business programs, meetings and associations sponsored by the dealership or in conjunction with the dealership's designated furniture manufacturers; attends training and developmental sessions as determined by the dealership.

Process, Quality and Customer Satisfaction

- Ensures standards of performance are met for all customer work activities
- Establishes costs and sell amounts for all account products and services, based on contract pricing, gross margin guidelines and established service pricing; is responsible for “cost-of-sale” against account purchases
- Ensures documentation standards are maintained for all account activities; ensures dealership process and procedures are followed

Qualifications:

Education and Experience

- Bachelor’s degree in business, marketing or related field.
- 3 to 5 years experience in sales, marketing or related field.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Proficient in Word, Excel, Outlook, and PowerPoint.
- Comfortable using a computer for various tasks.

Equal Employment Opportunity Policy (EEO) Wittigs Office Interiors, Inc. and GENOA AWM, Inc. provide equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

Wittigs Office Interiors, Inc. and GENOA AWM, Inc. also participates in the E-Verify program. See <https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf> and https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf