



<https://ebizdocs.com/job/business-development-manager/>

## Business Development Manager

### Description

We are looking for an ambitious and energetic Business Development Manager to help us expand our clientele. You will be the front of the company and will have the dedication to create and apply an effective sales strategy.

The goal is to drive sustainable financial growth through boosting sales and forging strong relationships with clients.

### Responsibilities

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines
- Develop, present and manage the proposal, quote, contract, renewal order process
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers

### Qualifications

- Core values that align with eBizDocs – Integrity, Agility, and Support
- Proven working experience as a business development manager, sales executive or a relevant role
- Proven sales track record
- Experience in customer support is a plus
- Proficiency in MS Office and CRM software (e.g. Salesforce)
- Proficiency in English
- Market knowledge
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skills
- BSc/BA in business administration, sales or relevant field

### Job Benefits

- Attractive compensation package
- Flexible schedules
- Medical and Dental Insurance available
- 401k with a 6% Match (possible)
- 2 weeks PTO (FT only)

### Hiring organization

eBizDocs

### Employment Type

Full-time

### Job Location

85 Broadway, 12204, Menands, NY

### Date posted

June 20, 2023