

Kaiser Construction

Business Development of Equestrian Division

Job Title:	Construction Manager/Sales	Company Status:	Fulltime
FLSA Status:	N/A	Division/Department	Office
EEO Code:	N/A	Reports to:	President
Salary Grade/Band:	Salary/Commission	Last Revision Date:

SUMMARY

Responsible for ALL marketing activities including generating, contacting, qualifying, estimating and finalizing all sales leads; coordinating all printed materials, newsletter, website, advertising, seminars, etc... related directly or indirectly to marketing.

PRIMARY RESPONSIBILITIES

1. Present and sell company products and services to current and potential clients.
2. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
3. Follow up on new leads and referrals resulting from field activity.
4. Identify sales prospects and contact these and other accounts.
5. Gather relevant information on the scope and size of the project from prospective clients
6. Prepare and make presentations to clients utilizing contracts, sketches, specifications and other related construction documents that will be prepared by Kaiser Construction.
7. Develop and maintain current product knowledge.
8. Establish and maintain current client and potential client relationships.
9. Manage account services through quality checks and other follow-up.
10. Identify and resolve client concerns.
11. Prepare a variety of status reports, including activity, follow-up, and setting of goals.
12. Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
13. Inform and coordinate company staff to accomplish the work required to close sales.
14. Estimate project leads and close sales
15. Manage Construction of the Project from start to finish
16. Maintain Website to the highest standards possible

ADDITIONAL RESPONSIBILITIES

1. Participate in marketing events such as trade shows and other identified events.
2. Qualify all potential clients

3. As directed by the President of Kaiser Construction.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills. Knowledge of advertising and sales promotion techniques. This is normally acquired through a combination of the completion of a Bachelor's Degree and/or three to five years of sales or marketing experience.
3. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
4. Work may require significant travel to current and potential clients. This requires the possession of a valid state driver's license.

WORKING CONDITIONS

1. This is a Full-time employment position
2. Benefits as per the Kaiser employee manual
3. Hours: 7:30 am – 5:00 pm Monday through Friday. This may vary depending on events, trade shows, etc...
4. Company vehicle should be use for travel to all company related business.
5. Pre-approved Travel Expense shall be charged to the company Credit Card

COMMISSION

The commission shall be 1% of the original contract that is sold by the Director of Equine Business Development. The sales shall have been initiated by, followed up by and contract signed by the Director of Equine Business Development. It shall not include previous Kaiser Customers or leads that are generated by Kaiser's paid subscriptions to "Construction Leads" or other personnel within Kaiser Construction.

.5% shall be paid when the contract is executed and all necessary contract documentation has been received in Kaiser's Office. The balance .5% shall be paid when the job is 100% complete including final payment received and all punch-list completed..

All marketing materials, business cards, and related sales items shall be paid for by Kaiser Construction Co., Inc.

CONTACT:

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