BUSINESS DEVELOPMENT MANAGER

Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.

Location: Richmond Hill
Industry: Print industry
Compensation: $4,000.00 to $5,000.00 per month base plus Commissions

Requirements:

- Prospect, Administrate and support Clients across North America.
- Update Client Databases and correspond with clients over the phone, via email and/or written correspondence and personal meetings.
- Implement quote(s) proposed to clients and put into practice through our organization workflow, which are called dockets.
- Coordinate projects with different production departments such as communicates client deadlines, order stock, arrange deliveries; address production concerns with vendors in place to service clients better.
- Educate clients with their printing requirements that would best meet their budget and promotional message. This would require knowledge of paper choices, printing equipment specifications and technological limitations of software and human element.
- Learn to estimate simpler projects that clients require immediate responses to pricing and turnaround times.

Responsibilities:

- Provide knowledge of products that we offer; along with educating the clients of purchasing programmes available to ensure their custom print requirements are met.
- Computer literacy and ability to utilize File Maker Pro Knowledge
- The ability to initiate dockets requires print knowledge and expertise to plan each project throughout many different production centers
- Acquire the ability to take advantage of vendor discount at critical times implying to have acquired the ability to perform educating purchasing decisions.
- Printing so diverse, that the applicant is expected have learned the limitations of our equipment and be able to make informed decisions implementing client's needs to our organization's equipment specifications.
- Applicant must learn the standard cost structure(s) of our organization and utilize these to estimate projects.