

Job Description – Business Development Manager

Summary

The Business Development Manager is responsible for generating business opportunities within an existing and new customer base, developing relationships, and staying in tune with upcoming projects. Managing projects in their manufacturing life cycle from project initiation, monitoring, and closure. Ensuring a high-grade product is delivered to the customer. This position will report to the Vice president of sales.

Primary Responsibilities

Success in the role requires the incumbent to work in an extremely dynamic and fast paced, custom product environment where priorities and changing deadlines must be managed.

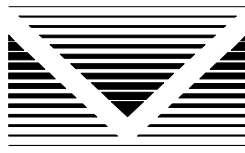
- Facilitates the definition of project scope, goals, timeline, and deliverables
- Reviews and negotiates customer contracts
- Defines tasks and resource requirements to develop project plans - understands resource capabilities
- Manages budget and works with Planning and Production for resource allocation
- Tracks deliverables using appropriate tools and monitors/reports on progress
- Presents reports defining progress, problems, and solutions
- Knowledge of the estimating costs including hours and materials for each project
- Implements and manages changes and interventions to achieve outputs
- Works with Shipping to co-ordinate final delivery to customer
- Ensures compliance to standards and regulations

Qualifications and Accreditations

- Relevant University or Technical degree/diploma
- PMP certification or project management experience

Experience

- 6+ years recognized history working in a Project Management environment in steel fabrication/manufacturing.
- Knowledge with Oil/gas, Marine, environmental and mining operations
- Extensive experience reading mechanical drawings
- Ability to communicate with different audiences using effective stakeholder and customer-facing skills including presentation, listening, negotiation, interpersonal and critical thinking skills
- Strong computer skills - Microsoft Office, Microsoft Project, solid works



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Competencies

- Quality orientation
- Time management, planning and organization skills
- Problem solving, critical thinking
- Accountability and dependability
- Adaptability
- Decision making and judgement
- Ethics and integrity
- Abiding policies and regulations
- Mediating and negotiating
- Communication
- Teamwork

The information contained within this description is intended to indicate the general nature and level of work performed. This job description is not designed to contain or be interpreted as a comprehensive account of all the responsibilities.

Job Description Acknowledgement Form

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____