

## Job Description

**Job Title:** Business Development Representative  
**Department:** Sur-Tec  
**Reports to:** Managing Director  
**FLSA Status:** Exempt  
**Prepared By:** Brett A. Mahurin  
**Prepared Date:** 11/3/09  
**Approved By:** Todd Dupriest / Cindy Davis  
**Approved Date:** 11/13/09  
**Posted Date:** 11/16/09

### Summary

This position will be responsible for inside and field sales. Sales will be to a combination of new and existing customers in existing and new markets.

### Company Overview

Sur-Tec, Inc. is a manufacturer of intelligence gathering systems for use in governmental and military applications. Our systems are designed to provide a ruggedized, dependable and easily trainable platform with which to conduct covert and overt intelligence gathering. Sur-Tec, Inc. is an employee owned member of the Clarence M. Kelley Group of Companies.

### Education

Undergrad degree in Business Admin, Communications, or Marketing preferred or business experience equivalent. Direct experience in technology hardware sales preferred.

### Personal Attributes

- Time efficient
- Self starter with minimal supervision required
- Highly computer literate; software, hardware and networking
- Positive, Can-do attitude
- Extra effort contribution
- Strong communication skills
- Pleasant, customer oriented behavior
- Sales aptitude
- High level of professionalism...speech, actions
- Goal and results oriented

**Qualifications and requirements, additional duties may be assigned.**

- A knowledge of law enforcement, military or government procurement processes a plus, GSA contracts, grant writing / administration, etc.
- Participate in earning new and administering / utilizing existing Federal Contract vehicles to drive sales plan.
- Experience in technology sales, support and training.
- Sales cycle management.
- Assist in the development of strategic sales, marketing and advertising initiatives.
- Field sales experience.
- Inside sales; calls, management and coordination.
- Will work in close coordinated effort with operations and product development teams.
- Responsible for various reports on a routine basis
- Involved with the advertising planning for specific customer segments and broad range marketing.
- Responsible for specific detail regarding order entry, follow up, (through channels) to completion.
- Will perform customer surveys to analyze current, lost and future revenue opportunities.
- Customer problem resolution.
- Ability to verbally demonstrate our capabilities and differentiators.
- Must be able to “close” sales orders.
- Well organized with attention to detail to be able to master follow up and follow through.
- Apply strong interpersonal and listening skills.
- Ability to sell conceptually.
- Expand revenue via “add on selling”

**Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Re-Location**

This position does not qualify for relocation reimbursement.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Travel**

Travel may be up to 50%. Individuals placed in this position are required to travel to attend trade shows, conferences, training seminars and exhibits as planned by the Managing Director.

**After Hours Service Calls**

Sur-Tec maintains an after-hours “800” telephone line for technical support of our clients. For one week per month, individuals in this position may be required to receive phone calls transferred from the “800” number to their cellular or home phone.



### **Software Preferences**

Windows XP and newer, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, QuickBooks Enterprise Edition. Knowledge of LAN/WAN architectures.

### **Language Skills**

Strong writing and oral communication skills are necessary for this position.

### **Certificates, Licenses and Registrations**

None