



Business Development Manager

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: www.americandirectco.com

We are looking for a **Business Development Manager** to join our team in Houston, TX. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

Responsibilities

Main Duties

- Review job specifications and blueprints – prepare take-offs if not provided
- Obtain competitive prices from various vendors to support targeted project work
- Maintain job binder with quotes, correspondence, specifications, and amendments
- Update and maintain spreadsheets in computer prior to placing into quote form
- Assure prompt and timely submittal of proposals to our customers
- Continually attempt to broaden vendor base
- Sustain a good working relationship with vendors, customers, and prospective customers
- Analyze take-off and specification information and develop knowledge to translate information to vendor nomenclature and Customer Quote Form
- Prioritize assigned projects and prepare estimate for bid. Perform take-off tasks on projects where required. Review finished quotes prior to turning quote over to project manager
- Keep Information Processing/Marketing Representative apprised of status on all jobs-in-progress – whether bidding or already sold
- Work closely with database information to determine bid dates and priorities
- Review receipt of original P.O. for accuracy, sign and return portion to appropriate personnel
- Develop relationships with customers through reliable and consistent communication of information. Demonstrate the highest standards of customer service and strive for unequaled customer satisfaction
- Provide aggressive bid follow-up and closing of orders
- Upon closing of an order, promptly obtain a complete set of plans and specifications, a customer PO, and turn them over to the Service Commitment Coordinator with complete information including special agreements and special conditions
- In conjunction with the Service Commitment Coordinator, ensure all Service Fulfillment personnel are informed “what we sold” and “what we sold it for”
- Generate revenue through cold calling, prospecting and closing transactions
- Effectively manages projects from inception to completion; working with internal and external contacts
- Builds and maintains positive relationships with customers, contractors, suppliers and other employees

- Assists customers and potential customers with problems involving the use of company products and services, and recommends suitable resolutions accordingly
- Provides documentation, reports and information to the appropriate management team members and customer as requested
- Consistently monitors job reports to ensure margins meet or exceed estimates
- Interfaces with customers, architects, contractors and engineering teams on scheduling and technical issues and questions that may arise

Position Requirements

Required Skills

- A minimum of 5 years of sales experience
- A minimum of 5 years of construction industry experience with emphasis in doors, frames, hardware and specialties
- ERP systems experience
- MS Office

Skills & Abilities

- Excellent communication and relationship skills
- Ability to multi-task and prioritize workload
- Excellent interpersonal skills

Preferred Skills

- Experience in the
- Distribution experience

EEO/Minorities/Females/Disabled/Veterans

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Preferred)

Experience:

- Sales : 5 years (Preferred)
- Construction industry: 5 years (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location