



Title: Business Development Representative

Department: Sales

Reports To: Manager

Division: Sacramento, CA

Position Status: Non-Exempt

Job Summary:

This position is responsible for initiating the sales process, obtaining and generating leads by cold calling and setting appointments for the Outside Account Managers. This includes researching and targeting companies to generate interest and leads.

Essential Functions:

- Exceptional phone skills
- Database Management skill set
- Work closely with Outside Account Managers to set and schedule appointments
- Create and execute sales campaigns
- Excellent oral and written communication skills
- Maintain Territory Management System
- Meet monthly goals
- Team player

Knowledge, Skill and Experience:

- Minimum Education required: High School Diploma; Bachelor's degree or equivalent work experience preferred
- Minimum Experience Required: 1 to 2 years proven Business Development or Sales Prospecting
- Proficient with Microsoft Office Suite (*Word, Excel, Outlook*) Windows operating software, basic Internet searching, and the ability to use database management software.
- Skills Required: Ability to Multi-task, Friendly Disposition, Attention to Detail, Problem Solving, Must work well with others and communicate. Able to maintain a positive work environment, and exhibit cooperative behavior
- Successful applicant must pass a post-offer background check and drug/alcohol test as a condition of employment

Smile Business Products provides a competitive salary + commission, excellent benefit package including Medical, Dental, Vision, and Life Insurance. 401k package.