

**Position:** Manufacturing/Business Development Executive

**Location:** Columbus, Ohio

**Description:** Sell goods for manufacturer where technical or scientific knowledge is required in such areas as engineering and manufacturing.

**Tasks:**

- Work safely, promote safety and abide by all safety rules.
- Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.
- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Quote prices, credit terms and other bid specifications.
- Emphasize product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations.
- Negotiate prices and terms of sales and service agreements.
- Maintain customer records, using automated systems.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Prepare sales contracts for orders obtained and submit orders for processing.
- Select the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations.
- Collaborate with colleagues to exchange information such as selling strategies and marketing information.
- Perform other duties as assigned.

**Qualifications:**

- Education – Prefer Bachelor's degree (B.A.) from four-year college or university with minimum three year's work-related experience and/or training; or equivalent combination of education and experience.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- Computers and Electronics — Knowledge of electronic equipment and computer hardware and software, including applications and programming.
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### **Skills:**

- Speaking — Talking to others to convey information effectively.
- Persuasion — Persuading others to change their minds or behavior.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Management — Managing one's own time and the time of others.
- Negotiation — Bringing others together and trying to reconcile differences.
- Service Orientation — Actively looking for ways to help people
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making

### **Abilities:**

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person
- Written Comprehension — The ability to read and understand information and ideas presented in writing
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

### **Physical Requirements:**

- Primary working position is sitting with arms extended in front of the body with upper body bent forward.
- Standing – Often throughout the day

- Bending – Moderate time throughout the day
- Sitting – Often throughout the day
- Walking - Often throughout the day
  
- Lifting – 0 to 10 lbs, often throughout the day

**Environmental Exposure:**

- Factory: Noise to 88 Dbl
  - Office: Noise to 70 Dbl or below

**Print Reading Level:**

- Intermediate print reading.

**Contact:** Submit resume to: [Ikeate@daytonrogers.com](mailto:Ikeate@daytonrogers.com)