



Summary of Position

This person is responsible for generating sales through business development, maintaining relationships, and collaboration with other **elements** studios. Position is critical in creating revenue and providing financial growth.

Job Responsibilities/Duties

Responsible for individual business development

- Create annual business plan
- Establish and maintain weekly sales appointments
- Collaborate selling efforts with other elements studios and sellers
- Qualify projects prior to bidding
- Review all plans to become familiar with the scope of work
- Be familiar with all materials that are specified
- Review jobsite conditions if necessary
- Negotiate labor and labor prices
- Bid assembly and proposal presentation
- Manage projects as needed
- Coordinate labor and material arrival on jobsite
- Attend construction meetings as necessary
- Other duties as assigned

Environment

- This position is a balance of field and desk time
- May be required to move products occasionally

This position is: Full-Time/Exempt **Salary:** 60k + commissions

Experience/Requirements:

- Sales experience is preferred, but not required
- Must be competent with technology
- Must be comfortable with change and open to learning

Print Name: _____ Signature: _____ Date: _____