**Reports To:** Administrative Manager

**Hours:**  Monday – Friday / 8:00 p.m. – 5:00 p.m.

**SUMMARY**

The BD Manager for Freeman will be accountable for the overall revenue of Freeman. Through research, planning, systematic customer communication and follow up, the BD Manager will focus on creating and collaborative with Operations managing a pipeline of potential new customers, while assisting with the management of existing relationships. The BD Manager will also perform customer support activities for Project Managers and Superintendents.

**DUTIES**

* Submit Detailed daily log of client visits and activity to Operations Manager
* Conducting research to determine market size and trends
* Creation of detailed division forecasts and sales plans
* Diligent and systematic communication with target customers to determine target customer need, current contractors, buying criteria and decision makers
* Set, coordinate, and lead presentations with target clientele,
* Maintain an accurate and up-to-date factored backlog measuring upcoming work
* Maintain Updated Client Log with Current and accurate information
* Assist Project Managers and Superintendents with customer tasks such as invoicing, proposals, and bids

**JOB SPECIFIC REQUIREMENTS**

* Bachelor’s degree preferred but required
* 3+ years of sales experience
* Knowledge of Oil and Gas Pipeline and Facilities construction preferred
* Strong written and oral communication skills
* Ability to create compelling presentations
* Ability to conduct customer research
* Likes working in a team environment with operations leaders
* Microsoft Office Experience Required
* Bi-Lingual is a plus but not required

**STANDARD REQUIREMENTS**

* Demonstrated commitment to safety as expressed in Freeman corporate value
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol tests
* Availability to work long hours, including nights, weekends, and holidays as required
* Ability to work safely in all types of weather
* Timely and regular attendance is an expectation of performance for all Freeman employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively, in English, to customers or employees of organization.
* Ability to work independently and in a group or team environment
* The employee must have the ability to lift and/or move more than 25 pounds
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_