

Business Development Manager

Prime Numbers Technology

FLSA Status: Exempt

This position reports to: Vice President & General Manager

Overview: The Business Development Manager will work in close collaboration with interdepartmental teams to improve our organization's market position and achieve financial growth. This person builds key customer relationships, identifies business opportunities, negotiates and closes business deals, and maintains knowledge of current market conditions. This role has a high degree of variety, flexibility, and earning potential for a dynamic, ambitious, mission-driven professional.

Company: Prime Numbers Technology helps clients drive significant savings in business spend through industry-leading data analysis, contract and spend optimization, and benchmarking solutions. PNT is in continuous development for a comprehensive suite of solutions, including data analytics and benchmarking, policy management, spend optimization, contract and vendor sourcing analysis, and ROI maximization. Prime's solutions are licensed by some of the most recognized names in business travel, with global representation by many Fortune 250 corporations and top 10 travel management companies.

Responsibilities and Duties: The Business Development Manager is a sales strategist primarily responsible for revenue generation through new account development in the travel industry, including travel management companies, corporate travel programs, and travel consultants.

- Meet sales targets with measurable accuracy.
- Prospect by conducting cold calls, qualifying leads, and working with interdepartmental teams.
- Independently develop new customer relationships.
- Focus on growth in the USA as well as internationally
- Communicate new product developments to prospective clients.
- Maintain detailed records and files documenting sales efforts and correspondence within Salesforce.
- Meets all required deadlines on reports and special projects as assigned by senior management.
- Enhances marketing efforts through creatively lending assistance to team members.
- Projects a favorable image of Prime at all times.
- Assumes and performs other duties and responsibilities not specifically outlined herein, but which are logically and properly inherent to the position.
- Must be able to travel 30% of the time or more

Skills/Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive, energetic, and driven
- Ability to work independently, in a fast paced and virtual environment
- Self-motivation
- Proven revenue generation and sales planning experience.
- Outstanding ability to sell
- Strategic thinking and planning
- Technology savvy with Microsoft Office experience and ability to learn new tools, applications and software as needed
- Excellent communication skills: verbal, written, and presentation.
- Up to 30% travel will be expected in this role

Education and/or Experience:

- 1+ years of sales experience
- Experience with travel industry is preferred, but not required
- Bachelor's degree preferred

PC Skills:

Position requires general working knowledge of the following: Internet searching, MS Office (e.g. MS Word and Excel), Presentation Software (MS PPT), Web Based Meeting tools, and other tools as introduced.

Language Skills:

Ability, to communicate in standard business English both written and spoken. Ability to read and comprehend simple instructions, correspondence and memos. Ability to effectively present information in one-on-one, small group situations to customer, clients and other employees of the organization.

Physical and Mental Demands:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires an adequate range of body motion and mobility to enable the individual to perform the essential functions of the job.
- Requires ability to remain in a stationary position for prolonged periods of time throughout the workday.
- Requires ability to move about to access file cabinets, office equipment, etc.
- Requires ability to operate a computer, telecommunication's devices and other office equipment for prolonged periods of time throughout the work day.
- Requires ability to express or exchange ideas by means of the spoken word. Talking is important for those activities in which the employee must impart oral information to other employees, clients and

customers, in person or via telephone, and in those activities in which they must convey detailed or important spoken instructions and information to others accurately, clearly and quickly.

- Requires the ability to perceive the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, in person or via telephone, and to make fine discriminations in sound.
- Requires clarity of near vision. This factor is important when special and or minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.
- Requires ability to work other shifts and weekends and in excess of 40 hours/week, as necessary.
- Requires the ability to work and cooperate with other employees and clients at all levels and from diverse backgrounds to exchange ideas, information and opinions to facilitate the task at hand.

Travel:

- Requires ability to travel by car, plane and train for prolonged periods of time domestically and internationally and to move and transport personal luggage.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal work environment is a typical office environment.