

HiTech Assets Inc.

Title - Business Development Manager

Location – Oklahoma City, OK

Job Description - Sells products and services to Fortune 2000 businesses over the telephone, email, webinars and/or face to face by performing the following duties.

Primary Responsibilities:

- Makes outbound follow-up calls to potential and existing clients by telephone, webinar, e-mail and/or face-to-face to sell products and services.
- Emphasizes salable features and benefits, quotes prices and purchase terms, and prepares pick-up requests for orders obtained.
- Investigates and resolves client issues with pick-ups.
- Builds and maintains client relationships.
- Handles inbound or internally generated sales lead calls to convert calls into sales.
- Enters all work activity and other data into computer database.
- Compiles lists of prospective clients for use as sales leads, based on information from ad inquiries, trade shows, direct mail responses, card deck leads, aged leads, dealer resellers, business directories, Internet Web sites, and other sources.
- Overcomes technical and business objections of existing or prospective clients.

Desired Skills and Expertise:

Education and Experience

Required – High school degree or equivalent and minimum of two years related sales experience.

Preferred - Bachelor's degree from four-year college or university and minimum of two years related experience and/or training; or equivalent combination of education and experience.

Required 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.

- **Consultative Selling** - Builds rapport and establishes trust; asks questions to discover client business needs; applies product and market knowledge effectively; presents solutions that meet client objectives; manages and documents sales process.
- **Sales Skills** - Achieves sales goals; overcomes objections with persuasion and persistence; initiates new contacts; maintains client satisfaction; maintains records and promptly submits information.
- **Use of Technology** – Proficient use of Windows based programs and Microsoft Office products, particularly Word and Excel.
- **Client Service** - Manages difficult or emotional client situations; responds promptly to client needs; solicits client feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Questions and Resumes should be directed to:

Mike Palovik, Director of Business Development

HiTech Assets Inc.

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