**Position Description:**

The Business Development Rep I is responsible for the location, development, and securing of client relationships for DataServ solutions through the utmost professionalism, integrity and delivery of added value in all transactions.

This position reports to Managing Partner or Director/Manager of Sales.

**RESPONSIBILITIES:**

Essential Functions

* Researches and profiles targeted companies to identify key contacts, uncover opportunities, and funnel this market intelligence to Account Executives to help them drive business.
* Conducts outbound calling to database prospects, prospective client lists and conducts call campaigns in support of all marketing activities.
* Meets or exceeds established monthly activity goals for dials made and opportunities transitioned to the field.
* Effectively identifies, qualifies and documents prospect's needs, expectations and priorities in order to pass the lead to Account Executives effectively.
* Develops relationships with individuals and departments at all levels within prospective client organizations through professional methods and techniques.
* Becomes an “intercom” within prospective client organizations.
* Engages in professional follow up on leads from the company website, advertising, trade shows and speaking engagements.
* Acquires proficiency and maintains/updates records in CRM system.
* Conducts maintenance of appropriate records for the monitoring of activity, such as entry of notes into the CRM system, processing of expense reports, updating call reports and producing sales forecasts or projections.
* Pursues and maintains a complete understanding of all DataServ document-centric solutions™ and works with the proper DataServ Specialist in order to uncover business opportunities from all possible applications within each prospect organization.
* Contributes to overall company and department productivity by maintaining a professional demeanor, positive attitude and optimistic outlook.

Competencies

* Communication
* Trust / Ethical Practice
* Cultural Awareness / Values
* Relationship Management
* Consultation

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, telephones, photocopiers, and filing cabinets. As a Software-as-a-Service (SaaS) company, employee must be technically savvy with the ability to use the computer/keyboard to conduct business.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time, exempt position with days of work Monday through Friday and with hours scheduled around core hours of operation.

**TRAVEL**

Little to no travel is expected for this position.

**REQUIRED EDUCATION/EXPERIENCE**

* Undergraduate degree with proven academic success in Business, Computer Science, or related area.
* 0-3 years’ experience handling outbound calls to qualify leads and set appointments.
* Ability to grasp technology-based business process flows within the Finance & Administration space and maintain an understanding of our marketplace including competitors.
* Must exhibit strong written, verbal and listening communication skills.
* Proven analytical thinking and problem-solving skills.
* Ability and desire to thrive in a team-oriented, fast-paced environment.

**PREFERRED EDUCATION/EXPERIENCE**

* Previous sales experience in technology, SaaS, or cloud solutions a plus.
* Knowledge of or familiarity with Software as a Service (SaaS) business model a plus.
* Experience prospecting for intangibles, such as business services, consulting or other non-product oriented offering a distinct plus.
* Formal sales training a plus.

**AAP/EEO STATEMENT**

DataServ is an Equal Opportunity Employer/Vet/Disabled.

I have received a copy of this job description and reviewed the responsibilities of this position. I understand that if I have any questions about the duties or responsibilities of this position, I will speak to my Manager or Supervisor. Signing below constitutes my understanding of the requirements, essential functions and duties of the position.

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Employee Signature Date

**Please Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.